

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 10-2701

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Operations

**ORGANIZATION AND FUNCTION
OF THE CIVIL AIR PATROL**

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This Instruction implements AFPD 10-27, *Civil Air Patrol*. It explains the organization and function of the Civil Air Patrol (CAP). This Instruction details the procedures, standards, and responsibilities of Air Force organizations that support and employ the CAP. It applies to all Air Force personnel and organizations. This publication applies to the Air Reserve Components. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command for approval by AF/A3O. Submit waiver requests through the chain of command to the appropriate Tier waiver approval authority. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. CAP records are maintained in accordance with the Department of Defense Grant and Agreement Regulations (DoDGARs) and Office of Management and Budget (OMB) Circulars.

SUMMARY OF CHANGES

This document has been extensively revised and needs to be reviewed in its entirety. The revisions thoroughly define the status and capabilities of the CAP and articulate the relationship between the CAP and the Air Force. This Instruction also sets forth the circumstances under which CAP may perform Air Force-assigned missions in its role as an auxiliary of the Air Force. This includes specific descriptions of the types of Air Force-assigned missions CAP may perform, the designated Air Force approval authority for each category of mission and identifies tiered waiver authorities for unit level compliance items. When a requirement is mandated for

compliance at the Wing level throughout this Instruction, the requirement is tiered, signifying the appropriate waiver authority to the requirement and is indicated in parentheses (T-0, T-1, T-2, or T-3) following the sentence/paragraph that drives the requirement, IAW AFI 33-360.

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Chapter 1

GENERAL OVERVIEW AND RESPONSIBILITIES

1.1. Overview. CAP is a federally supported, congressionally chartered non-profit corporation that may be utilized as a civilian volunteer auxiliary of the Air Force. The Secretary of the Air Force (SECAF) can employ the services of CAP in lieu of or to supplement Air Force resources to fulfill the non-combat programs and missions of the Air Force. Such services may include, but are not limited to, Air Force-assigned missions (AFAMs) in support of homeland security operations, consequence management, and other civil support. Certain CAP cadet and aerospace education programs may also be approved and assigned as AFAMs. When performing AFAMs, CAP functions as an auxiliary of the Air Force. CAP is not authorized to perform AFAMs outside of the United States, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands without specific authorization from the Deputy Chief of Staff (DCS) of the Air Force for Operations, Plans, and Requirements (AF/A3/5), on behalf of the SECAF. Paragraph 2.2 provides additional guidance.

1.1.1. Air Force Policy and Oversight. The following organizations are responsible for establishing policy and providing advice, liaison, and oversight of CAP:

1.1.1.1. Secretariat of the Air Force. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR), on behalf of the Secretary of the Air Force, is responsible for strategic guidance and policy oversight of CAP and CAP organizational and governance matters, to include providing guidance and oversight to the CAP Board of Governors (BOG).

1.1.2. Headquarters Air Force. AF/A3/5, on behalf of the Secretary of the Air Force and the Air Force Chief of Staff, is responsible for providing policy, guidance, oversight, resource advocacy, and Air Force support to CAP. AF/A3/5 signs and approves all interservice and interagency Memoranda of Understanding/Agreements (MOU/MOAs) for the use of CAP assets as the AF Auxiliary. Once a Memorandum of Understanding or Agreement is approved by AF/A3/5, annual interagency/interservice agreements may be approved by the Civil Air Patrol-United States Air Force (CAP-USAF) Commander. For agreements of limited scope/time (i.e. research, test and development of new equipment) or where no funding is transferred to the Cooperative Agreement, AF/A3O-AM may permit CAP-USAF/CC to sign the agreement instead of AF/A3/5.

1.1.2.1. Program Element Monitor. AF/A3O-AM, Global Mobility and Homeland Operations Division, Air Force Auxiliary (AFAUX) Requirements and Integration Branch, serves as the primary Headquarters Air Force office for CAP matters and is the Air Force Program Element Monitor (PEM) for CAP. This single point of contact for the CAP Program Element (PE) advises the AF Corporate Structure through the assigned Mission Panel on funding requirements and history of the CAP PEs. The CAP PEM will develop and coordinate funding requirements with Air Education and Training Command, HQ Air University (AU), CAP, and CAP-USAF representatives prior to submission.

1.1.3. Core Function Lead Integrator. Air Combat Command (ACC) is the Core Function Lead Integrator (CFLI) for Personnel Recovery (PR) in which the CAP portfolio resides.

The CFLI will balance risk with available resources within the PR core function when advising the AF Corporate Structure on CAP issues related to PR.

1.1.4. Air Education and Training Command (AETC). AETC will have the principal MAJCOM-level responsibility for policy, resource advocacy, and oversight of Air Force support to CAP. HQ AETC, through HQ AU and the Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center), will provide administrative, legal, and programmatic support and staff assistance to CAP-USAF, which provides the day-to-day oversight.

1.1.4.1. Grants Officer. AFICA/KT will, in writing, appoint a Grants Officer (from 338th Specialized Contracting Squadron) and Administrative Grants Officer (from 42 Contracting Squadron) to execute the Cooperative Agreement (CA). The Grants Officer and Administrative Grants Officer will administer the CA and Statement of Work (SOW) in accordance with DoD 3210.6-R, *Department of Defense Grant and Agreement Regulations* (DoDGARs) and in consultation with the CAP-USAF/CC as the CAP Program Manager (PM). The Grants Officer will send copies of all modifications to the CA to the PM.

1.1.4.1.1. Cooperative Agreement between CAP and the Air Force. The Air Force will use a CA and accompanying SOW to define the working relationships between the Air Force and CAP. The CA may be modified, renewed, renegotiated, or terminated by either the Air Force or CAP in accordance with DoDGARs.

1.1.4.1.1.1. Substantial Modifications. The Grants Officer must secure the concurrence of AF/A3/5, AF/JAA, SAF/MRR, and SAF/GCI (including coordination with other offices within SAF/GC, as appropriate) prior to approving substantial modifications to the CA. Additionally, substantial modifications include authorizations for CAP activities that constitute any significant departure from the procedures set forth in this Instruction or the CA. Substantial modifications also require the approval of CAP-USAF/CC and CAP/CC.

1.1.4.1.1.2. Minor Modifications. The Administrative Grants Officer is delegated Air Force approval authority for minor modifications for the purpose of funding day-to-day operations. An example of a minor modification is a modification for adding funding for AFAMs. Prior to approval, all minor modifications must be coordinated through and approved by CAP-USAF/CC or CAP-USAF/CV. CAP-USAF will obtain appropriate legal reviews. Grants Officer will be on the distribution for all minor modifications. When in doubt as to degree of modification, minor or substantial, the Grants Officer will make the determination. Annual continuations of the agreement will be executed by the Grants Officer only. (T-2).

1.1.4.2. Budget Approval Process. AETC/CC (or the designee at AETC) is responsible for approving the CAP financial plan and unfunded requirements list. AU/CC, when acting as AETC/ED, Director of Education, following a line-item review of the CAP budget, may authorize funding for the CAP Cadet Program and the CAP Aerospace Education Program on behalf of the SECAF, in accordance with 10 U.S.C. § 9444 (b)(11)(B) and (b)(12).

1.1.4.3. Air University. 42d Air Base Wing will have Numbered Air Force (NAF) level command responsibility for policy, resource advocacy, and oversight of Air Force support to the CAP. 42d Air Base Wing Public Affairs (PA) supports HQ CAP/PA in the dissemination of routine Air Force-related CAP press releases to all Air Force news organizations as well as the national mainstream media.

1.1.4.3.1. Civil Air Patrol – United States Air Force. CAP-USAF is the Air Force program office for the CA and the SOW. CAP-USAF is responsible for ensuring that CAP is organized, trained, and equipped to fulfill AFAMs and provides day-to-day support, advice, liaison and oversight for CAP programs, with particular emphasis on safety and programmatic requirements. The CAP-USAF/CC is the PM. CAP-USAF personnel are the primary functional interface between other federal agencies and the CAP. CAP-USAF is responsible for reviewing CAP's annual budget and program submission and making recommendations through AU/FM or AU/A5/8P to AETC/A8 and the HQ AF PEM for funds to support the CAP program.

1.1.4.3.1.1. Program Management Reviews. CAP-USAF will be responsible for coordinating Program Management Reviews (PMRs) that will be held at least once every two years (unless otherwise directed in writing by Headquarters Air Force) and will include representatives from AF/A3O-AM, AETC, AU, CAP-USAF, SAF/MRR, and CAP (T-3). Review of programmatic requirements, updates to execution of CAP's mission, and other issues impacting the program will be discussed.

1.1.5. Air Force Installation Responsibilities. Air Force installations that use CAP to accomplish non-combat missions will coordinate regulations, policies, plans, MOU/MOA and programs for use of CAP with CAP-USAF. (T-2).

1.1.6. Board of Governors. In accordance with 10 U.S.C. § 9447, the CAP BOG is the governing body of the CAP Corporation. The BOG is responsible for the effective, efficient, and proper leadership of the corporation, subject to requirements of law and federal regulation, including the Air Force Policy Directive 10-27, *Civil Air Patrol* and AFI 10-2702, *Board of Governors of the Civil Air Patrol*.

1.2. Capabilities. CAP conducts three primary programs: Emergency Services and Civil Support, Aerospace Education, and Cadet Programs. CAP may conduct Emergency Services and Civil Support activities as a corporation in support of non-federal agencies. When approved and assigned by the SECAF (or the designee), CAP may conduct these missions as an auxiliary of the Air Force to support federal agencies, and non-federal agencies when a federal interest exists. With the exception of cadet orientation flights, as a general rule, Aerospace Education and Cadet Program activities are not AFAMs.

1.2.1. Emergency Services and Civil Support. CAP maintains the capability to meet Air Force requirements to assist federal, state, local agencies, and non-governmental organizations (NGOs) during routine and emergency situations. This capability includes aircraft, vehicles, communications equipment, and a force of trained volunteers. The Air Force may utilize CAP to support law enforcement agencies in accordance with applicable laws and regulations, including AFI 10-801, *Defense Support of Civil Authorities (DSCA)*; DODI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*; the Posse Comitatus Act (18 U.S.C. § 1385); and Chapter 18 of Title 10, United States Code (10

U.S.C. §§ 371- 382). The Emergency Services program of CAP is the primary mechanism by which CAP supports the Air Force in accomplishing AFAMs. CAP also maintains the capability to respond to requests from state, tribal territorial, local authorities and NGOs in its capacity as a corporation.

1.2.1.1. Aircraft. CAP maintains a fleet of several hundred aircraft, comprised mostly of Cessna 172, 182, and 206; and GA-8 high-wing, single-engine light aircraft. These aircraft are well suited for flying associated with aerial damage assessment, courier operations, and search and rescue. Under certain circumstances, CAP also has access to member-owned/furnished aircraft, many being of the same or similar types as CAP-owned aircraft that can be called upon as part of the CAP aircraft resources, when made available by their owners and when the conditions of paragraph 3.6. have been met. CAP also maintains a small fleet of gliders. The gliders are used for orientation flights and flight training in promoting the Aerospace Education program.

1.2.1.2. Sensors. CAP utilizes a variety of Aerial Digital Reconnaissance Systems (ADRS) that allow aircrews to either carry back or transmit imagery direct to customers in near real-time. CAP also possesses sensors for tracking locator beacons during search and rescue missions.

1.2.1.3. Vehicles. CAP maintains a fleet of several hundred vehicles of passenger vans, sedans, and pick-up trucks suited for light transportation of personnel and equipment, mobile communications units, and ground damage assessment. Most vehicles are equipped with radios able to communicate with CAP aircraft and other ground-based CAP stations.

1.2.1.4. Communications. CAP maintains a nationwide communications capability including high frequency (HF), very high frequency (VHF) AM, and VHF-FM fixed, mobile, and repeater systems. CAP operates national, regional, and local communications networks to provide appropriate levels of connectivity during national, regional, or local emergencies or major disasters. The size and composition of the CAP communications network enables it to withstand damage from natural or man-made disasters and continue to operate during disaster/emergency situations.

1.2.1.5. Personnel. The CAP membership constitutes a trained force of personnel capable of responding to national, regional, and local emergencies or major disasters. Attachment 2 describes the CAP grade structure. CAP membership is divided into two main categories: volunteer cadet members and volunteer senior members. CAP senior members are the primary personnel to respond to emergencies or disasters. The senior member professional development program prepares the CAP civilian volunteers to render assistance to local, state, or federal government, including the armed forces, during emergencies or disasters and assistance to the Air Force in accomplishing non-combat programs and missions. A paid support staff assists CAP volunteers.

1.2.2. Aerospace Education. CAP aerospace education programs will provide educational materials for both senior and cadet members (Internal) and the general public (External). The purpose is to educate both audiences on the value and importance of aviation and maintaining aerospace supremacy.

1.2.2.1. Internal Program. This program will promote an understanding of flight, military and civilian aviation, aircraft and space vehicle power plants, navigation, weather, and air traffic control. The program will emphasize the social, political, and economic impacts of aerospace.

1.2.2.2. External Program. This program will be oriented toward public, private, and home schools as well as other youth development organizations. CAP will provide teachers with a broad general knowledge of aerospace activities to incorporate aerospace education into school curricula. Workshops may be used to provide educational materials, speakers, orientation flights, and scholarships.

1.2.3. Cadet Program. This program's focus will be to motivate American youth to become responsible citizens through aviation-centered activities. Activities will emphasize aerospace education, leadership skills, physical fitness, and character development while simultaneously providing services to the Air Force, the local community, state, and the nation.

1.2.3.1. Achievement Program. An Achievement Program will be established to ensure cadet accomplishments are highlighted and rewarded. Specific requirements in aerospace education, leadership skills, physical fitness, and educational values must be accomplished before a cadet receives credit for each achievement. Written and performance tests must be accomplished for each achievement and comprehensive tests must be accomplished to receive credit for completing the program. The program may be used to issue cadet promotions and awards/decorations.

1.2.3.2. Activities. The CAP Cadet Program may conduct a variety of local, state, regional, and national level activities designed to provide cadets with exposure to general aviation, flight training, aerospace careers, leadership, and character development.

1.2.3.3. Drug Demand Reduction (DDR). The CAP DDR program is a component of the CAP Cadet Program's character element. To complement the Air Force's DDR program, CAP promotes the drug-free ethic through DDR-themed activities to its entire cadet corps, regardless of the cadets' proximity to military installations. The CAP DDR program will promote and support education, community involvement, social responsibility, and respect for individuals. It also will enhance similar efforts by the Air Force to support the "Air Force Family" by targeting its DDR outreach efforts to communities located within 75 miles of Air Force installations, thereby having a positive effect on military dependents' attitudes towards drug use.

1.2.4. Additional Capabilities.

1.2.4.1. Chaplains. 10 U.S.C. § 9446 states, "The Secretary of the Air Force may use the services of [CAP] chaplains in support of the Air Force active duty and reserve component forces to the extent and under conditions that the Secretary determines appropriate." CAP chaplains will meet the same educational and ecclesiastical requirements as Air Force Chaplains and will be approved, in writing, by their religious bodies to perform volunteer chaplain duties for the DOD and federal agencies. When acting pursuant to an AFAM, CAP Chaplain duties are limited to those of Air Force Chaplains. (Refer to Table 2.1, Note 2 and paragraphs 1.2.4.1.1. and 1.2.4.1.2. of this Instruction for additional information and mission assignment procedures).

1.2.4.1.1. Chaplain Assistance to USAF Chaplain Program. CAP chaplains may provide direct volunteer assistance to Air Force Wing Chaplains (including Active, Reserve and Guard components) in accordance with AFI 52-101, *Planning and Organizing*. Under these unique circumstances, requests for CAP support as an AFAM will be submitted to the appropriate approval authority for the mission IAW Table 2.1, through the CAP National Operations Center (NOC), see Attachment 3 for contact information. For AFAM requests in support of single, isolated, limited-scope events, such as a temporary augmentation of an Air Force Wing Chaplain staff, the CAP-USA/CC, or designee, is the approval authority. For all other instances, the appropriate MAJCOM/NAF is the approval authority. See Table 2.1. and accompanying notes.

1.2.4.1.2. Chaplain Assistance to DOD and other Federal Agencies. CAP chaplains serving exclusively under the authority of CAP in its corporate capacity may provide chaplain, ministerial, and counseling services through direct volunteer assistance to, and in support of state, tribal, territorial and local authorities, and NGOs. However when acting pursuant to an AFAM (e.g. providing services to DOD and other federal agencies), a CAP Chaplain's duties are limited to those authorized by AF/HC for Air Force Chaplains. Examples of such assistance may include base chaplain services, as well as chaplain/support services approved in response to operational missions, such as disaster relief activities.

1.2.4.2. Traumatic Stress Response (TSR). CAP personnel who meet TSR qualifications as set forth by the Air Force may be assigned to provide stress management in support of AFAMs. Prior to requesting CAP personnel to provide TSR services in support of an AFAM, the Air Force installation/wing commander or MAJCOM Integrated Delivery System (IDS), as appropriate, must validate the need for and endorse CAP participation in such TSR activities. (T-3). Requests for CAP support as an AFAM will be submitted to the appropriate approval authority for the mission IAW Table 2.1, through the CAP NOC. Refer to AFI 44-153, *Traumatic Stress Response* or AFI 52-104, *Chaplain Corps Readiness* for more information. This paragraph applies to TSR activities in support of AFAMs and does not restrict CAP from providing TSR support to CAP members.

1.2.5. CAP Status as an Auxiliary of the Air Force. 10 U.S.C. § 9442 identifies CAP as an auxiliary of the Air Force when its services are used by any department or agency in any branch of the federal government, including the Air Force. CAP is deemed to be an instrumentality of the United States while carrying out missions assigned by the Secretary.

1.2.5.1. Non-combat Missions. Non-combat missions are tasked to the Air Force by statute, regulation, or higher authority and do not involve actual combat, combat operations, or combat training. The Air Force may use the services of CAP in lieu of or in addition to Air Force resources to accomplish Air Force missions. CAP may provide limited combat training support such as radar calibration, simulated aerial targets, and Surrogate Predator type missions. CAP cadets are permitted to participate in career orientation training programs, to include combat oriented training programs.

1.2.5.2. Air Force Assigned Missions (AFAMs). Non-combat missions, when authorized and assigned to CAP by the SECAF, or the designee, are deemed to be AFAMs. All AFAMs will be executed under military command and control, generally at

the operational level. In some instances, the Air Force will exercise general tactical direction of CAP assets and personnel during the performance of AFAMs. The Air Force agency which approves the mission, on behalf of the SECAF and in accordance with Table 2.1. of this Instruction, will exercise command and control unless otherwise directed by higher HQ. See paragraph 2.2.1. for AFAM criteria.

1.3. Status of CAP Personnel. CAP is not a military service, its members are not subject to the Uniform Code of Military Justice (UCMJ) and CAP membership does not confer upon an individual any of the rights, privileges, prerogatives or benefits of military personnel, active, reserve, or retired. Although CAP is not a military service, it uses an Air Force-style grade structure and its members may wear Air Force-style uniforms when authorized, but Air Force protocol, customs and courtesies do not apply to CAP members. 10 U.S.C. § 9442 states the CAP shall be deemed to be an instrumentality of the United States with respect to any act or omission of the CAP, including any member of the CAP, in carrying out a mission assigned by the SECAF, i.e. AFAMs.

1.3.1. CAP Grade. The Air Force through the CAP-USAF/CC has authority over the CAP grade structure. CAP uses military style grade for its membership at the discretion and approval of the CAP-USAF/CC. CAP officer or noncommissioned officer grade does not confer commissioned or noncommissioned officer status. CAP personnel have no authority over members of the armed forces. CAP members who are active, reserve, and retired members of the armed forces will be treated according to their CAP status when acting in a CAP capacity.

1.3.2. Uniform Wear and Personal Appearance. CAP members are authorized to wear CAP or Air Force-style uniforms IAW CAP regulations (civilian clothing may be worn when specific missions dictate). CAP-USAF/CC controls the configuration of the Air Force-style uniform worn by CAP members and must approve of CAP uniforms to ensure they remain sufficiently distinct from Air Force-style uniforms.

1.3.3. Air Force-Style Uniform Wear and Grooming Standards. CAP members who choose to wear the Air Force-style uniform must maintain appearance and grooming standards comparable to the Air Force standards, IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. When wearing the Air Force-style uniform, all CAP members are required to present a professional military image. Members who do not meet these standards are restricted from wearing the Air Force-style uniform but are not barred from membership or active participation in CAP. In these circumstances, members may only wear authorized non-Air Force-style CAP uniforms or civilian attire as appropriate. Variations in these standards are subject to CAP-USAF/CC approval.

1.3.4. CAP Distinctive Uniforms and Insignia. The emblems, insignia, and badges of the CAP Air Force-style uniform will clearly identify an individual as a CAP member at a distance and in low-light conditions. CAP-USAF/CC must approve changes to the CAP Air Force-style uniform. CAP uniforms must be sufficiently different from U.S. Armed Forces uniforms so that confusion will not occur.

1.3.5. CAP Membership Card. CAP members carry Membership Cards identifying them as members of the organization. CAP Membership Cards must meet Air Force standards and are considered a uniform item subject to the same approval process as other parts of the CAP uniform. The CAP Membership Card must be sufficiently different from U.S. Armed Forces

identification card so that confusion will not occur. CAP Membership Cards do not qualify for Federal Aviation Administration identification requirements concerning pilot certificate privileges. CAP Wing Commanders, with the assistance of the CAP-USAF Liaison Region representatives, will work with AF Installation Commanders to determine the level of access for CAP members to each installation. Agreements will be documented and retained by the CAP-USAF Liaison Region representative. (T-3). Installation Commanders are encouraged to notify CAP-USAF/CC when removal or debarment action is taken against a CAP member.

1.3.6. Security Clearances. AFAMs may require CAP personnel to have eligibility to access classified information and a security clearance. The requesting agency will determine security clearance requirements for their AFAM and will be responsible for the costs to obtain any new clearances associated with the AFAM request. All requirements to include number and levels of security clearances will be validated and approved by AU/CC prior to submitting any members for investigation. CAP members who have valid and current security clearance eligibility from military or government service may use them when performing AFAMs.

1.4. Air Force Authority and Control. In accordance with 10 U.S.C. §§ 9441-9448 the SECAF, or his designee, may regulate and impose limitations on CAP.

1.4.1. Conduct of Air Force Assigned Missions. The Air Force has authority over the conduct of all AFAMs, including the authority to extend, modify, suspend, and/or terminate such missions.

1.4.2. Resources. The Air Force, through the CAP-USAF/CC, has the authority to stop CAP's receipt of federal funds, IAW any statute, regulation, the CA, or the SOW.

1.4.3. CAP Corporate Activities. The Air Force will regulate and oversee those corporate activities that are financed with appropriated funds, employ assets procured with appropriated funds, or otherwise involve activities that could give the appearance of endorsement of the action by the Air Force or could be detrimental to the federal government.

1.4.4. Regulations. The Air Force, through CAP-USAF/CC, has authority to review and approve CAP's corporate regulations, policies, plans, and programs which govern AFAMs, safety and CAP's use of federally provided resources, prior to implementation by CAP. CAP regulations, policies, plans, and programs shall not be construed as authority to conduct missions not otherwise authorized under this Instruction or to deviate from procedures set forth herein.

1.5. Actions on Military Installations. When on military installations or other government facilities, CAP personnel will adhere to the regulations and policies of the installation or facility. Installation or facility commanders may remove or bar entry of individual CAP members IAW established procedures.

1.6. CAP Responsibilities to the Air Force. CAP is responsible for ensuring it can carry out AFAMs.

1.6.1. General CAP Responsibilities. CAP is responsible for developing CAP regulations, policies, plans, and programs to govern the safety, training, qualification, conduct, and performance of all CAP personnel in the accomplishment of AFAMs as well as non-AFAM

activities as required by the CA and SOW (i.e. Career Exploration Courses). All CAP regulations, policies, plans, and programs to govern the safety, training, qualification, conduct, and performance will be approved by the CAP-USAF/CC.

1.6.2. Training to Perform Air Force-Assigned Missions. To ensure mission capability, CAP will maintain an Air Force-approved training program that provides a sufficient number of qualified personnel to perform AFAMs effectively.

1.7. Air Force CAP Program Manager. As the program manager, CAP-USAF/CC is responsible for:

1.7.1. The overall program definition, evaluation, and day-to-day monitoring of the execution of the program. The Program Manager establishes measures of program performance. (T-1).

1.7.2. Functional interface between other federal agencies and CAP, including developing MOUs and/or MOAs with other federal agencies. The program manager is not authorized to enter into or sign such agreements on behalf of the Air Force. AF/A3/5 is the signature authority for MOAs/MOUs. However CAP-USAF/CC may approve annual extensions of MOAs/MOUs previously approved by AF/A3/5 (see paragraph 1.1.2), absent provision to the contrary in the individual MOA/MOU or elsewhere.

1.7.3. Using his/her authority to temporarily suspend operations for safety or funding shortfalls. This authority may be delegated to subordinate CAP-USAF personnel.

1.7.4. Review and coordination on all CAP regulations and instructions to ensure compliance with this Instruction, the CA, the SOW and the responsibilities of the CAP to the Air Force. CAP-USAF/CC, or higher authority, may disapprove any or all portions of such CAP regulations and instructions that are inconsistent with federal interests, including, but not limited to, inconsistencies with this Instruction, the CA, the SOW, and the responsibilities of the CAP to the Air Force.

1.7.5. Review and coordination on all CAP Corporate MOUs, MOAs, Letter(s) of Agreement (LOA), or any other formal agreement with state and local agencies which involve use of federally provided resources. (T-2). Although not a party to these agreements, CAP-USAF/CC will review these agreements prior to signatories signing and CAP-USAF/CC, or higher authority, may disapprove any or all portions of such proposed agreements which are inconsistent with federal interests. (T-2).

1.7.6. Consultation with the Grants Officer if CAP cannot meet the criteria for advance payments. (T-1).

1.7.7. Approval of the disposition of CAP equipment that was procured through federal agencies or purchased with federal funds. (T-1).

1.8. Records Management. Records created and received by Air Force entities in support of CAP must be managed under the Air Force records management program criteria, maintained IAW the Privacy Act of 1974, and disposed of IAW AFI 33-322, *Records Management Program*. (T-2).

Chapter 2

AIR FORCE USE OF CIVIL AIR PATROL

2.1. Utilization. The Air Force may utilize CAP units and personnel in fulfilling selected non-combat programs and missions of the Air Force. Missions assigned by the SECAF, or the designee, to CAP must be identified and referred to as AFAMs in advance of mission execution. AFAMs may support non-combat programs and organizational functions.

2.1.1. Objective. The Air Force may employ CAP resources to assist the Air Force, DOD and other federal agencies. Under certain circumstances, the SECAF, or the designee, may assign CAP assets to provide assistance to state or local agencies and NGOs. Examples include: search and rescue, consequence management, homeland security operations, and civil support. By using CAP to perform these missions, Air Force units, personnel, and resources are made available to perform other Air Force missions. In addition, because of the types of aircraft and equipment it employs and the volunteer nature of its members, CAP may be able to perform the mission at a lower cost than comparable Air Force units or commercial contractors, and thereby may present a more cost effective way for the Air Force to accomplish its non-combat missions.

2.2. Air Force Assigned Missions (AFAMs). The Air Force may only use the services of CAP to perform non-combat missions. Coordination and approval of these missions is accomplished, on behalf of the SECAF, in accordance with Table 2.1. of this Instruction. The designated approval authority must first determine if a given mission involves the potential for combat, combat support, or combat training. (T-1). Prior to assigning any mission to CAP, the approval authority must be satisfied the mission involves strictly non-combat activities as defined by paragraph 1.2.5.1. of this Instruction. At no time may CAP resources be placed in situations of risk analogous to combat operations, or for exposure to hazards deemed immitigable by the mission approval authority. CAP will not execute AFAMs outside the United States, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands unless specifically authorized by the AF/A3/5 on behalf of the SECAF. This limitation is not applicable to AFAMs where CAP will be operating over international waters provided point of departure and intended landing, to include alternate and emergency recovery airfields, is within the United States, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands. If the AFAM requires transit over international waters, the route may not include transiting any foreign territory.

2.2.1. AFAM Criteria. An AFAM is a CAP activity that is either (1) performed pursuant to a request for services from a federal department or agency, (2) performed pursuant to a request for services submitted by a State or local government, tribal government, or NGO that the USAF has subsequently reviewed and determined to contain a demonstrable federal interest, (3) designated by the appropriate USAF approval authority as a category of AFAMs, such as certain CAP training missions, or (4) any other activity that the SECAF or authorized designee specifically tasks CAP to perform or that CAP obtains approval to perform as an AFAM from the SECAF or the designee after submitting a request for AFAM status. If the CAP activity is a response to a request for services from a federal department or agency and funding is required as determined by CAP-USAF/CC, it will not be considered an AFAM until the requesting organization submits sufficient funding and the Administrative Grants Officer issues a funding modification to the CA. For requests from a State or local

government, tribal government, or NGO, it will not be considered an AFAM until the requesting organization submits sufficient funding, if required, and the AFAM is approved by the appropriate SECAF designee. In any case, the AFAM must be conducted for the benefit of the requesting department, agency, government, tribal government, or NGO and serve an identified federal interest. In addition, the scope and duties or the objective of the mission must be developed by the federal department, agency, government, tribal government, or NGO and the activity and method of carrying out the duties or objective is expressly approved by the SECAF, or the appropriate designee as identified in this Instruction, prior to the activity. An AFAM may or may not be funded with federally appropriated funds. AFAM status approval will be confirmed either through a valid mission number in Web Mission Information Reporting System (WMIRS) or in writing by the mission approval authority. (T-1). Whether the Federal Tort Claims Act or Federal Employee Compensation Act covers participants in a CAP activity does not create or negate AFAM status.

2.2.2. Existing and New Mission Types. Requests for new missions, to include possible AFAM status, not otherwise addressed in this Instruction, will be referred to AF/A3/5 for operational missions or SAF/MR for all other missions for approval. Determination for forwarding new mission requests rests with the CAP-USAF/CC. The following is a non-exhaustive list of the types of non-combat missions the SECAF, or the designee, may assign to CAP:

2.2.2.1. Homeland Security Operations. CAP may be assigned to respond to requests for homeland security missions in support of the Air Force, including but not limited to missions in support of critical infrastructure protection, border and port security, and “presence missions”. Such missions may include the use of airborne reconnaissance using visual observation and imagery IAW applicable laws and regulations.

2.2.2.2. Search and Rescue/Disaster Relief. CAP may be assigned to respond to requests for emergency services submitted to the Air Force from other federal agencies, or from state or local governmental authorities, or from NGOs. These services include, but are not limited to, search and rescue (SAR) and disaster relief (DR). CAP conducts air/ground SAR and DR operations in response to man-made events or natural disasters. SAR operations are normally requested through the Air Force Rescue Coordination Center (AFRCC) (for CONUS), Alaska RCC (for inland Alaska), USCG District 14 Command Center, and/or JTF-Homeland Defense, Ft. Shafter (for Hawaii), or USCG Sector San Juan Command Center (for Puerto Rico) and/or other DOD joint personnel recovery centers. CAP members also assist in SAR missions by using cellular phone triangulation and radar forensics. When doing so these members are conducting AFAMs. DR operations may include reconnaissance of impacted areas, airlift or ground transportation of high-priority cargo or personnel, communications relay, and public affairs support. SAR/DR mission requests require Air Force approval, and are carried out under Air Force authority. DR operations are normally requested by FEMA or a federal or state agency. If the request comes from a federal agency or there is a federal interest the mission will be an AFAM.

2.2.2.3. Support to Law Enforcement. CAP may be assigned to respond to requests for assistance submitted to the Air Force by civilian law enforcement agencies. All such requests will be reviewed for compliance with applicable laws and regulations, including

10 U.S.C. §§ 371-382, the *Posse Comitatus* Act, DODI 3025.21, and AFI 10-801 by the appropriate Air Force authority (under Table 2.1.) in coordination with its legal staff and will not be approved unless they comply. Examples of law enforcement support may include aerial reconnaissance, transportation of law enforcement personnel, and operation of equipment in order to facilitate communications.

2.2.2.3.1. Drug Interdiction Activities. AFAMs may include limited counter-drug missions as authorized by Section 1004 of the Fiscal Year (FY) 1991 National Defense Authorization Act (P.L. 101-510), as amended and restated. If no funds are appropriated for counter drug missions, AFAMs may be conducted as long as the costs are reimbursed by the supported agency.

2.2.2.3.2. Prohibited Activities. In accordance with the *Posse Comitatus* Act, CAP will not participate in the interdiction of vehicles, vessels, or aircraft or in a search, seizure, arrest, apprehension, surveillance, pursuit, or similar activity. These restrictions do not prohibit aerial drug/contraband spotting or detection and/or monitoring missions approved by the mission approval authority in accordance with DOD policies.

2.2.2.4. Combat Training Support. CAP may be assigned to perform certain services in support of combat training, such as aerial target missions, Surrogate Predator operations, radar calibration, and communications. CAP will not participate in actual combat training. Note: CAP members (including cadets) can participate in mass casualty training.

2.2.2.5. Range and Airspace Surveys. CAP may be assigned to inspect military special use ranges and airspace for safety hazards. Missions include, but are not limited to, surveys of low level routes, air-to-ground weapons range restricted areas, military operating areas, or the Air Force Thunderbird show line surveys. Military personnel such as Airspace Managers may fly on these missions with proper approval from the AFAM approval authority, see Table 2.1. Missions may also include border and port surveys.

2.2.2.6. Orientation Flights in CAP Aircraft. CAP may be assigned to conduct powered and non-powered orientation flights to be flown by CAP pilots for CAP, Junior Reserve Officer Training Corps (JROTC), US Air Force Academy and Reserve Officer Training Corps (ROTC) cadets. These flights are consistent with the Air Force missions and objectives of Community Outreach and Diversity in Operations. Like all other AFAMs, orientation flights must be specifically approved and assigned to CAP in advance by the Air Force. Approval of new programs will be made by AF/A3/5 or higher Air Force authority after consultation with AETC/ A3. Once a program has been approved by appropriate authority, individual missions may be approved by CAP-USAF/CC. These CAP orientation flights are distinct from the Air Force orientation flights described in paragraph 3.15. of this Instruction.

2.2.2.7. Light Airlift. CAP may be assigned to transport priority personnel and cargo. These missions may be flown under any of the approved mission categories supporting operational missions and provide prudent cost effective support. For example, CAP may provide support to the Air Force Mid-Air Collision Avoidance (MACA) Program by transporting Flight Safety Officers to outlying civil airfields. CAP will not be used to support transportation to routine meetings and conferences.

2.2.2.8. Public Affairs Support. Public affairs (PA) support may also be provided by the CAP. PA support flights will be approved in accordance with Table 2.1.

2.2.2.9. Communications. CAP may be assigned to employ its nationwide communications capability for AF or another national agency mission support to include HF, HF-Automatic Linking Equipment (HF-ALE), VHF-AM, and VHF-FM (fixed, mobile, and repeater) systems.

2.2.2.10. Training Missions. CAP may perform training missions to prepare its members to execute AFAMs. This may include proficiency and upgrade training and upgrades to FAA airmen's ratings. Normally, only training missions that are necessary to prepare CAP members to perform specialized or unique Air Force non-combat missions may be approved as AFAMs. CAP-USAF/CC is the approval authority for CAP training missions when they are performed as AFAMs. Such training missions will not be combined with other CAP activities (including corporate activities) without the express approval of the CAP-USAF/CC or delegated authority, or higher Air Force authority.

2.2.2.11. Missions in Support of Air Force Organizational Functions. The CAP-USAF/CC, or the designee, may assign tasks to support certain "organizational function" missions to CAP as AFAMs. These organizational functions develop and sustain the Air Force and include the following activities:

2.2.2.11.1. Support to accessions and recruiting.

2.2.2.11.2. Support to training and education.

2.2.2.11.3. Support to testing and evaluation.

2.2.2.12. Incident Facility Activities. When conducting AFAMs, CAP may establish Incident Facilities as required to support localized control of CAP resources. Incident Facilities may use established or temporary locations. Incident Facilities personnel will execute support activities for AFAMs such as sortie tracking, logistics, communications, finance, and administration. Personnel serving at Incident Facilities actively supporting AFAMs may be approved as executing AFAMs.

2.2.2.13. Other Missions. CAP may perform other AFAMs when properly authorized and assigned by the appropriate approval authority as provided in Table 2.1. Examples may include, but not limited to: assisting at forward incident centers, filling sandbags, and providing logistic support to emergency workers.

2.3. Employment Priority. CAP may perform services for state and local authorities in its corporate capacity while simultaneously providing assistance to the Air Force. AFAMs take priority over all other CAP activities.

2.4. Use of CAP by Air Force Commanders. CAP is a cost effective force multiplier. Air Force commanders are encouraged to request CAP to conduct missions that are within CAP's capability to perform. Commanders must ensure funds are available to reimburse CAP for requested services before the mission is approved.

2.4.1. Employment Requests. A military Commander who desires CAP support must make the request to the appropriate approval authority shown in Table 2.1 using the contacts listed in Attachment 3. (T-1). The commander must provide the purpose and scope of CAP activity, specify the date and time of mission start and its expected length, and provide the

point of contact for CAP mission coordinator. (T-1). Refer to paragraph 2.7. for payment of CAP services.

2.4.2. Command and Control. While performing AFAMs, the Air Force, through the mission approval authority or the requesting Air Force organization, will maintain operational direction using the CAP chain of command. (T-1).

2.4.3. Accident/Incident Reporting. When required, the CAP-USAF/CC will submit an AETC Commander's Critical Information Report (CCIR) IAW paragraph 2.9. of this Instruction. (T-2).

2.5. AFAM Coordination and Approval. Table 2.1. of this Instruction sets forth the coordination process and approval authorities for AFAMs.

2.5.1. Risk Analysis. Mission approval authorities will consider the risks associated with assigning a specific mission to a civilian volunteer organization. (T-1). Risk Management techniques should be utilized to determine and minimize this risk as needed.

2.5.2. Civil Support Approval Process. Mission approval authorities must be aware that DOD policies governing the coordination and approval of requests for support to civil authorities typically do not apply to CAP missions. (T-1). In general, mission approval authorities ensure CAP missions supporting state or local agencies or NGOs as AFAMs demonstrate a "federal interest" in the activity. For example, a state agency may sponsor an exercise that requests CAP for reconnaissance support of a key power generating facility, a critical piece of infrastructure, would clearly be of "federal interest" and eligible for AFAM status. Conversely, State requests for routine support such as agriculture or wildlife surveys would usually not rise to the level of "federal interest," and may be flown as corporate missions. The SECAF, or the designee, may respond directly to civil-support requests, including those involving counter-drug activities, using the services of CAP, subject to the following restrictions:

2.5.2.1. The applicable NAF Commander will inform the responsible Combatant Commander about the number and type of CAP missions approved in their area of responsibility.

2.5.2.2. The Air Force will refer all requests for CAP support to the Joint Director of Military Support (JDOMS) when such requests either appear to be more appropriate for other DOD components or require the use of additional Air Force resources beyond CAP resources.

2.5.2.3. The AF/A3/5 may enter into MOA/Us with other agencies in order to facilitate anticipated long-term or continuing civil support requests. When other federal agencies do not wish to enter into MOA/Us, requests for CAP support (as the AFAUX), and assignment of AFAMs may still be processed according to paragraph 2.5.2.

2.5.3. Media Support Missions and Media Releases. CAP may provide public affairs/media support under all AFAM categories.

2.5.3.1. Media Support. Occurs when external media participates on missions with the purpose of generating a news story. For flying missions, this is often referred to as a media flight or "ride along" mission.

2.5.3.1.1. Media Release Authority. The AFAM approval authority, as identified in Table 2.1., is also the media release authority unless mission related guidance (i.e. OPLAN, MOA, MOU, etc.) appoints the requesting agency's PA as the media release authority. Media release authority may be delegated.

2.5.3.1.2. Requests for Media Support. All requests for media support will include the name of the passenger and media organization, the purpose of the request, and the desired mission date/time. Media outlets requesting support must be validated through verification of media credentials.

2.5.3.1.3. Verification of Media Credentials. The NAF PA representative normally verifies media credentials. When requested, the NOC, with the support of a local CAP PA representative, may assist with media credential verification. Upon verification of media credentials, the NAF PA representative will forward the request to the AFAM approval authority (see Table 2.1.).

2.5.3.2. CAP Media Release. A CAP-generated news story may be released to media outlets with the express purpose of being disseminated to the public. Social media, personal blogs and like websites are not considered media outlets as necessary credentials cannot be verified. Validated media releases may be posted to these websites.

2.5.3.2.1. High Profile Missions. Missions with potential to generate high media interest at the national, regional or local level are considered high profile. Missions deemed to be high profile will be annotated in CAP's mission tracking program WMIRS.

2.5.3.2.2. CAP Generated AFAM Media Releases. CAP generated AF media release requests related to AFAMs will be directed to the appropriate mission approval authority's (see Table 2.1.) PA representative for approval. (T-1). CAP will verify customer release and releases from individuals cited in any article/photo are completed prior to dissemination (not required for CAP members).

2.5.4. Non-CAP Passenger Approval. Non-CAP passengers or crew are authorized when essential to the mission and will be approved by the mission approval authority prior to flying on AFAMs. (T-1). The risk of assuming federal liability will be weighed against the benefits gained in making a determination to approve the request. Names of non-CAP passengers requesting to fly on operational missions should be submitted not later than 48 hours prior to take off and at least five (5) days prior to takeoff for training missions. This allows for a reasonable time frame to obtain approval from the approval authority. Exceptions will be allowed for critical missions, life threatening or other compelling priorities. (T-1). The passenger approval is still considered valid if passenger name changes as long as the requesting agency (DOD, FEMA, USFS, etc.), number of individuals, and mission purpose remain the same as the original request. Passenger requests from DVs (O-6 equivalent or above) should be sent to the mission approval authority detailing the purpose of the passenger request and any required special handling.

2.5.5. Distinguished Member Observation/Indoctrination Missions. Distinguished members may request to fly on CAP aircraft for the purpose of observing operations over an area for which they have purview or familiarizing themselves with CAP capabilities. In this context, distinguished members refer to senior ranking DOD members, department heads, members

of Congress, or equivalent key leaders within the requesting agency. These missions are generated specifically for the distinguished member and should not be confused with “ride along” status of an existing AFAM (see paragraph 2.5.4.) or transportation requests. Requests for observation/indoctrination missions will be made to the applicable NAF Commander for review and approval. Do not commit to AFAM flights involving Members of Congress or Congressional staffers until SAF/LLM provides notification flight is approved.

2.6. Economy Act. Typically, any federal agency requesting assistance from the Air Force must certify its request comports with the Economy Act, 31 U.S.C. § 1535. The appropriate Air Force mission approval authority will ensure compliance with (or exception to) the Economy Act procedures set forth in AFI 65-601V1, *Budget Guidance and Procedures*, prior to approving an AFAM by CAP in support of a federal agency. (T-1).

2.7. Payment for CAP Services. Mission support shall ordinarily be done on a cost-reimbursable basis funded by the supported agency. DOD organizations providing funding shall send a Military Interdepartmental Purchase Request (MIPR), DD Form 448, to CAP-USAF/FM (see Attachment 3) for an amount equal to reimbursement for the approved mission for obligation/modification under the Cooperative Agreement prior to the time of mission execution. Other federal agencies shall send the appropriate funding authorization to CAP-USAF/FM prior to mission execution indicating the agency has set aside an amount equal to the reimbursement. CAP-USAF/FM will return unexecuted funds to the requesting organization. (T-2).

2.8. Restrictions on CAP Corporate Activities. Notwithstanding any DOD or Air Force regulation, policy or agreement, the following specific restrictions apply to CAP’s corporate activities:

2.8.1. Air Force Markings. CAP Corporation may not use aircraft and resources that are marked with “USAF,” “USAF Auxiliary,” “U.S. Air Force,” or similar identifiers to engage in the law enforcement activities listed in paragraph 2.2.2.3. of this Instruction and its subparagraphs, without prior approval by AF/A3/5.

2.8.2. Intelligence Activities. CAP is not an intelligence organization, has no assigned intelligence mission, and will not engage in intelligence activities. Because CAP is not an intelligence organization, CAP is not required to obtain a Proper Use Memorandum (PUM) to take domestic imagery on corporate missions.

2.9. Accident/Incident Reporting. When informed of a mishap or incident, the CAP-USAF/CC will submit an AETC Commander’s Critical Information Report, IAW AFI 10-206, *Operational Reporting*, normally through Maxwell AFB command post channels, for the following, regardless of CAP mission status (T-2):

2.9.1. Any fatality related to the performance of a CAP mission. This includes both AFAMs and Corporate missions as well as travel to/from these missions.

2.9.2. Any CAP-owned aircraft that is destroyed or significantly damaged.

2.9.3. Any CAP member’s privately owned aircraft that is destroyed or significantly damaged while performing an AFAM.

2.9.4. Any significant property damage on the ground.

2.9.5. Criminal activity or misconduct by a CAP member that occurred while at a CAP event that may have an operational impact or reflect negatively on the Air Force.

2.9.6. Any accident that may have large scale media interest.

2.9.7. Any other incident the CAP-USA/CC determines should be reported.

Table 2.1. CAP Mission Approval Authority

	MAJCOM /Numbered AF/CC ^{3, 8}	AFRCC/RCC /JPRC	CAP-USA/CC ¹⁰
DOD Missions ^{1, 2, 4, 5, 6, 7, 12}	X		
Non-DOD Federal Operational Missions ^{2, 4, 5, 6, 7, 11, 12}	X		
Civil Support ^{2, 4, 5, 6, 7, 11, 12}	X		
Search & Rescue ^{4, 5, 6, 7, 9}		X	
CAP Training, Ferry, Orientation, Maintenance, Chaplain missions & CAP-USA/CC missions ^{1, 2, 6, 7}			X
NOTES: 1. Chaplain Assistance to USAF. CAP may provide chaplain support to Air Force active duty, Reserve or Guard (in Title 10 Status) units as set forth in AFI 52-101 and the Memorandum of Agreement between the Air Force Chaplain Corps and the CAP Chaplain Program. Requests for CAP support as an AFAM will be submitted to the CAP-USA/CC or MAJCOM/Numbered AF/CC, as appropriate, through the CAP National Operations Center (NOC) (see Attachment 3 for contact information). (T-2). For AFAM requests in support of single isolated, limited-scope events, such as a temporary augmentation of an AF wing chaplain staff, the CAP-USA/CC, or designee, is the approval authority. For all other instances, the appropriate NAF is the approval authority. The requesting AF Wing Chaplain will validate the request by informing the approval authority of the need for CAP chaplain assistance. (T-2). 2. Chaplain Assistance to DOD and other Agencies and Entities. CAP chaplains serving exclusively under the authority of CAP in its corporate capacity may provide chaplain support to state, tribal, territorial and local authorities, and NGOs. However when acting pursuant to an AFAM (e.g. providing services to DOD and other federal agencies), a CAP Chaplain's duties are limited to those authorized by AF/HC for Air Force Chaplains. Examples of such assistance may include base chaplain services, as well as chaplain/support services approved in response to operational missions, such as disaster relief activities. 3. Delegation Authority. The PACAF, 11 AF, and 1 AF commanders are the only MAJCOM/Numbered AF commanders delegated the authority to approve Air Force assigned CAP Missions. The MAJCOM/Numbered AF Commander will follow the notification procedures set forth in paragraph 2.5.2. 4. Federal Agencies. In accordance with 10 U.S.C. § 9442 (a), CAP may only support federal agencies in its status as the AFAUX. 5. Traumatic Stress Response (TSR). Prior to requesting CAP personnel to provide TSR services in support of an AFAM other than routine support of CAP personnel (examples: Support to an Air Base Wing after an aircraft accident or support to other federal agencies after a disaster), the 1AF/11AF/PACAF C-NAF Commander, with the recommendation of the C-NAF Surgeon General, must approve CAP participation in such activities IAW AFI 44-153 or AFI 52-104.			

- 6. Public Affairs Support.** CAP may provide PA support flights under all mission categories. The mission approval authority may approve support upon receiving a request from the media agency. The request will be coordinated with the approval authority's PA staff as per paragraph 2.5.3.
- 7. Non-CAP Passengers.** Non-CAP passengers or crew are authorized when essential to the mission and will be approved by the mission approval authority as per paragraph 2.5.4. (T-1).
- 8. 1AF Delegation.** 1AF/CC has delegated approval authority to AFRCC for SAR missions and the 601 AOC Commander for all other missions.
- 9. AFRCC/RCC/JPRC (Rescue Coordination Center).** Centers will provide mission approvals to the CAP NOC via CAP's Web Mission Information Reporting System (WMIRS). CAP will provide mission reporting to AFRCC/RCC via WMIRS. AFRCC or RCC may give direct liaison authority of the CAP to the USCG for SAR support. (T-1).
- 10. CAP-USAF Approved Missions.** These may include AFAMs executed pursuant to specific Air Force directives or taskings that do not fit into specifically authorized mission categories (examples: ferry flights to deliver aircraft to maintenance facilities in order to accomplish Air Force required maintenance or delivery of aircraft or vehicles to specific locations for Air Force mandated inspections, or operational check flights following maintenance). CAP-USAF/CC may approve missions to move aircraft in the case of impending severe weather so long as the mission will comply with paragraph 2.2. Refer to notes 1 and 2 for approval of chaplain supported AFAMs.
- 11. Memoranda of Agreement/Understanding (MOA/U).** Under normal circumstances, federal non-DOD operational missions will be flown under the terms of an MOA/U signed by AF/A3/5. In the event a valid mission must be flown and there is no MOA/U and time precludes developing one, the respective MAJCOM/NAF/CC will obtain AF/A3/5 approval; direct communication by telephonic or electronic means is permitted.
- 12. Missions.** An Air Component Commander may be tasked to execute a Defense Support of Civil Authority mission or other DoD mission by a Combatant Commander. Further, pursuant to the Economy Act, an Air Force unit may provide support to a non-DoD Federal Operational Mission to include the provision of Civil Support. In all such cases, within the United States, the support/mission needed from the Air Force may be assigned to the CAP, as an Air Force auxiliary unit, by the PACAF, 11 AF, or 1 AF commander.

Chapter 3

AIR FORCE SUPPORT TO THE CIVIL AIR PATROL

3.1. Support. The Air Force may provide personnel, logistical, and financial support assistance to CAP, including Installation-level support, in accordance with 10 U.S.C. §§ 9443-9444. CAP-USAF coordinates with CAP to budget, purchase, distribute, and maintain certain assets necessary to accomplish the CAP mission. These assets specifically include aircraft, vehicles, computers, communications equipment, associated parts, and cadet uniforms. This section describes the support the Air Force may provide to CAP.

3.1.1. CAP-USAF Responsibilities. In response to the apportionment of federal funds, equipment, and missions to CAP, the Air Force must exercise responsibility for support, liaison, and oversight of the program. To execute this duty, CAP-USAF may utilize all personnel (active component, reserve component, DAF civilians, and contractors).

3.1.1.1. Compliance Inspections. CAP-USAF, in coordination with CAP/IG, will conduct, as a minimum, compliance inspections on CAP wing headquarters on a recurring basis to ensure programmatic compliance, safety, accountability of resources, standardization and the sharing of benchmarked practices. (T-1). If necessary, CAP/IG may conduct compliance inspections on CAP units. CAP region headquarters may also receive compliance inspections by CAP-USAF, CAP/IG, or both.

3.1.2. Staff Assistance Visits (SAVs). CAP-USAF, in coordination with CAP/IG, may conduct SAVs on CAP region and wing headquarters on a recurring basis to establish a baseline and identify weaknesses and strengths in advance of a compliance inspection.

3.1.3. Logistics Audits. To verify accountability of appropriated resources at intervals more frequent than the compliance inspection, CAP-USAF will administer logistics audits of the CAP wing and region headquarters. (T-2).

3.1.4. Training and Certification. CAP-USAF, on a recurring basis, will train, evaluate and certify CAP wings to perform disaster response, search and rescue, and all other non-combat missions as assigned by the Air Force. (T-1).

3.1.5. Other Liaison Activities. In addition to the oversight activities listed above, CAP-USAF will provide ongoing support to CAP regions, wings, units, and activities. This support is described in the following paragraphs.

3.2. Liaison Officers. The Air Force may provide personnel support to CAP in the form of liaison personnel. Air Force liaison to CAP consists of active duty, reserve component, and/or civilian employees. The Air Force may establish liaison offices and detail or assign Air Force personnel at CAP national, regional, state, and territorial headquarters. The Air Force retains authority to determine CAP liaison organization, structure, and duties of its members. Liaison personnel will provide advice and assistance to CAP, liaison between CAP, the Air Force, and other government agencies, as well as oversight of CAP in fulfilling AFAMs. All CAP-USAF assigned liaison personnel are under the supervision of CAP-USAF. Refer to paragraph 3.2.3 for AF installation liaison officer requirements.

3.2.1. Air Force Liaison Structure. The Air Force provides guidance to CAP through AETC, AU, the Jeanne M. Holm Center for Officer Accessions and Citizen Development, and CAP-USAF.

3.2.1.1. Liaison to CAP National Headquarters. Headquarters CAP-USAF is the liaison activity to the CAP National Headquarters. Liaison at this level principally consists of advice, assistance, and Air Force oversight of the programs and policies of CAP; the acquisition of new aircraft, vehicles, and equipment; and reimbursement to CAP for costs associated with conducting missions.

3.2.1.2. Liaison to CAP Regions. CAP-USAF operates a region liaison activity to support each CAP region. CAP-USAF liaison region personnel provide advice, assistance, and Air Force oversight to the CAP region commander and staff by advising, assisting and motivating CAP personnel in the CAP mission at the discretion of the liaison region commander and as directed by the CAP-USAF Commander.

3.2.1.3. Liaison to CAP Wings. CAP-USAF liaison region personnel, to include assigned or attached Reserve component members, provide advice, assistance, and Air Force oversight to the CAP wing commander, staff and subordinate units within the wing.

3.2.1.4. Liaison to 1st Air Force. CAP-USAF will maintain a liaison officer at 1st Air Force Headquarters. (T-2). The CAP-USAF liaison officer will serve as a CAP subject matter expert and advise the 1AF/CC and staff on CAP capabilities and limitations. During periods of high CAP usage (e.g. hurricanes, large scale exercises) additional liaison personnel may be required.

3.2.2. Reserve Assistance to the CAP. CAP-USAF employs reservists as an extension of the liaison structure to support the AF and CAP. CAP-USAF will employ reservists to advise, assist, train, evaluate, and motivate CAP personnel with respect to CAP's mission as an auxiliary of the Air Force. (T-2). Although many duties may be performed for retirement points credit only, the program requires Military Personnel Allocation (MPA) days to execute the duties of CAP-USAF's active component mission. All activities of such reservists are under the functional supervision of CAP-USAF.

3.2.2.1. Air Force Reserve Command (AFRC) Responsibilities. Air Reserve Personnel Center will provide administrative personnel support for all Air Force Reserve members assigned or attached to CAP-USAF. AFRC's Readiness Management Group (RMG) is responsible for ensuring all reservists are ready for duty and can be placed on orders in a timely manner. AFRC provides Reserve Personnel Allocation man-days as appropriate to ensure reservists are trained to perform the CAP-USAF mission. These days will be allocated in coordination with the RMG.

3.2.2.2. CAP-USAF Responsibilities. CAP-USAF will administer and manage the Category B and E, Civil Air Patrol Reserve Assistance Program (CAPRAP). (T-2). The AU Director for Reserve Forces is the advisor to the CAP-USAF/CC for developing and implementing policy guidance and for managing CAPRAP personnel. CAP-USAF publishes additional instructions governing the CAPRAP. CAP-USAF will work with Holm Center and AU/MPA Functional Area Manager (FAM) to program necessary MPA man-days to complete mission duties. (T-2).

3.2.2.3. Category B, Individual Mobilization Augmentee (IMA) Reservists. IMAs augment the CAP-USAF liaison region. The AU Director for Reserve Forces and the Holm Center IMAs both advise the CAP-USAF/CC in development and implementation of guidance and the management of CAPRAP personnel. IMAs will brief the military Installation Commanders annually on CAP capabilities in support of the Air Force and civil authorities and will perform other duties required by the CAP-USAF/CC or liaison officers. (T-3).

3.2.2.4. Category E, Participating Individual Ready Reservists (PIRRs). PIRRAs assist the CAP-USAF liaison offices in training, evaluating, advising, assisting, and motivating CAP personnel in the CAP mission. Reservists may assist in, but are not limited to, conducting compliance inspections, operations evaluations, ground training events, logistics audits, staff assistance visits, mission and exercise support, Career Exploration Courses, cadet encampments and events, unit visits, and performing administrative duties necessary for the health of CAPRAP and other duties as directed by the CAP-USAF/CC.

3.2.3. Liaison at Air Force Installations. Support from Air Force installations is important for CAP to carry out its missions. Liaison activities at this level typically involve coordinating the use of facilities and services of the installation. Installation commanders will appoint a field grade officer to assist the CAP-USAF Liaison Region personnel and to act as a liaison with CAP units conducting activities on the installation. (T-3). Installation commanders will provide the designee's name, rank, office symbol and telephone number to CAP-USAF Liaison Region Commander and will update this information annually or when installation liaison turnover occurs. (T-3). When providing short-term support to CAP units, installation commanders may also designate a project officer to work with the CAP unit. Installation commanders will contact CAP-USAF liaison personnel directly to coordinate matters relating to CAP (T-3).

3.3. CAP National Headquarters. The Air Force may provide funds for the CAP National Headquarters, including funds for the payment of staff compensation and benefits, administrative expenses, travel, per diem and allowances, rent, utilities, and other operational expenses of the National Headquarters. The Air Force provides space for the CAP National Headquarters at Maxwell Air Force Base, Alabama. Telecommuting is authorized to conduct National Headquarters operations away from Maxwell AFB, AL and may only be approved by the CAP Chief Operating Officer (COO).

3.3.1. CAP Wing Administrators and CAP Wing Financial Analysts. The Air Force may provide funds for compensation, benefits, travel, per diem, and allowances for a CAP Wing Administrator at each CAP Wing and CAP Wing Financial Analysts on a regional basis. These employees provide administrative and program support to CAP in order to facilitate compliance with CAP's obligations under the CA and SOW. Both the CAP Wing Administrator and CAP Wing Financial Analyst positions are necessary to fulfill Air Force requirements. CAP Wing administrators and CAP Wing Financial Analysts are considered CAP National Headquarters employees.

3.3.2. CAP National Operations Center (NOC). The NOC is the primary focal point for all outside agencies requesting CAP mission support. The NOC coordinates all mission/resource requests with the CAP wings/regions performing the mission and obtains mission approval from the AFAM approval authority as indicated by Table 2.1. The NOC is

also responsible for ensuring mission data and results are reported to the MAJCOM/NAF/CC in a timely manner.

3.3.3. National Technology Center. The National Technology Center (NTC) provides equipment support and repair for CAP communications infrastructure. The NTC resides at Maxwell AFB, AL.

3.3.4. National Emergency Services Academy Center for Operations Excellence. The National Emergency Services Academy (NESA) Center for Operations Excellence (COE) provides operations and emergency services training support to CAP members throughout the country. The NESA-COE hosts training at its Camp Atterbury Joint Maneuver Training Center (CAJMTC) site, and assists wings and regions in developing similar programs. CAP-USAF assists CAP in coordinating and facilitating AFAM training events and support amongst other DOD events hosted at CAJMTC. CAP-USAF Reservists are normally assigned for larger schools to assist with critical needs. NESA-COE personnel are considered CAP National Headquarters volunteers.

3.4. Logistical Support. The Air Force may provide certain types of logistic support to CAP to fulfill its missions as an auxiliary of the Air Force. CAP, as a non-profit organization, must comply with the provisions of the DoDGARs in order to receive Air Force appropriated fund support. CAP-USAF/LG is responsible for logistic support to CAP. (T-2).

3.4.1. Equipment. The Air Force may give, lend, or sell to CAP major items of equipment (including aircraft, motor vehicles, computers, and communications equipment) which are excess to the military departments, and the necessary related supplies and training aids that are also excess.

3.4.2. Materiel Disposition Services. CAP may screen certain excess personal property materiel from the Defense Logistics Agency (DLA) Disposition Services IAW DOD 4160.21-M, *Defense Materiel Disposition Manual*, Aug 1997. The types and amounts of items screened by CAP is determined and controlled by CAP-USAF/CC.

3.4.3. Government Furnished Equipment (GFE). The Air Force may provide CAP with unique GFE when required for AFAMs or when it is impractical for CAP to acquire equipment, e.g., secure or specialized communications equipment, full motion video assets, etc.

3.5. Financial Support. The Air Force provides CAP with funds for costs deemed allowable under relevant law, regulations, or any Air Force agreement with CAP. Funds will be provided IAW DoDGARs and AFI 65-601V1, Section 7E. AFAMs may be funded (reimbursable) or non-funded (not reimbursable). Funded missions will be identified and accounted for using appropriate methods IAW DoDGARs unless otherwise directed by Air Force authority.

3.5.1. Programming and Budgeting. The Air Force plans for appropriated fund support to CAP within the existing planning, programming, budgeting and execution system through the AETC Program Objective Memorandum (POM), Air Combat Command Core Function Lead Integrator priority lists, and the HQ Air Force Program Element Monitor (PEM). In order to allow the Air Force to program and budget for CAP's Air Force funded programs, CAP provides to CAP-USAF/CC substantive information to allow the CAP-USAF/CC to submit a POM request, a Financial Plan, and a Budget Execution Report annually to AU/A8/FM. Budget information must be submitted IAW timeframes, guidelines, and

formats established by CAP-USAF/FM, AU/A8/FM, ACC/A8, and AETC/A8/FM to enable CAP to comply with Air Force requirements.

3.5.2. Forms of Financial Support to CAP for the Performance of AFAMs. Unless otherwise specified in this Instruction, CAP-USAF/CC may approve funding for the following types of expenses when such expenses are incurred in support of properly approved AFAMs:

3.5.2.1. Travel Expenses. Travel expenses and allowances to members of CAP while the members are carrying out programs, training and missions specifically assigned by the Air Force. Reimbursement for travel expenses will not exceed the limits set in the Joint Travel Regulations (JTRs).

3.5.2.2. Supplies. The acquisition of supplies, including fuel, lubricants, and other items required for vehicle and aircraft operations.

3.5.2.3. Servicing, Improving, and Maintaining Equipment. Expenses of placing into serviceable condition, improving, and maintaining equipment (including aircraft, motor vehicles, computers, and communications equipment) owned or leased by CAP or provided as GFE. The Air Force maintains approval authority for all modifications to CAP aircraft acquired with federal funds.

3.5.2.4. Aircraft Purchases. The Air Force has approval authority for all CAP aircraft leased or purchased with appropriated funds provided to CAP.

3.5.2.5. Vehicle Purchases. The Air Force has approval authority for all CAP vehicles leased or purchased with appropriated funds.

3.5.2.6. Equipment Purchases and Leases. The Air Force provides funds for and has approval authority for all CAP equipment acquired or leased with federal funds.

3.5.2.7. National Headquarters. See paragraph 3.3., above.

3.5.2.8. Wing Administrators. See paragraph 3.3.1., above.

3.5.2.9. Short-Term Lease of Equipment. The Air Force may fund CAP for the short-term lease of required equipment to fulfill the immediate requirements of an AFAM. CAP-USAF/CC or designee, in coordination with appropriate legal and comptroller offices, is the approval authority for lease agreements and may require that the lease include specific terms and conditions, such as damage insurance. For example, CAP may be funded for the cost of leasing a replacement aircraft to support a time-critical mission. CAP may also be reimbursed for the cost of leasing a twin-engine aircraft for an over-water mission.

3.5.2.10. Other Funds. SECAF, or the designee (not lower than AETC/CC), must approve any other Air Force funding for expenses incurred by CAP during the performance of AFAMs.

3.6. Use of Member Owned or Furnished Aircraft. CAP Corporate aircraft will be the resource of choice for AFAMs. However, member-owned or furnished aircraft may be utilized with the consent of the owner when specific mission requirements preclude using CAP assets, when CAP assets are unavailable, or when it is fiscally responsible and otherwise legally permissible to do so. Procedures for requesting use and approval of member-owned or furnished aircraft will be prescribed in CAP-USAF Instructions and/or CAP Regulations. (T-2). Under

emergency or imminently serious conditions, and only if required to accomplish the mission, use of member-owned or furnished aircraft with a current Hold Harmless Agreement (HHA) may be approved by the CAP-USAF Liaison Region Commander or higher headquarters as long as the owner provides a statement in writing that the aircraft meets 14 C.F.R. Part 23 airworthiness standards.

3.7. Support for Other CAP Activities.

3.7.1. Cadet Program.

3.7.1.1. Cadet Uniforms. Per 10 U.S.C. § 9444(b)(11), the AF may provide funds to CAP for the purchase of articles of the AF-style uniform and related insignia. The Air Force may also furnish articles of the AF-style uniform to CAP cadets without cost. Providing funds to purchase CAP cadet uniforms is consistent with AFAMs and objectives. IAW the SECAF's delegation of authority to CAP-USAF in AFPD 10-27 paragraph 4.5, CAP-USAF/CC has authority to approve expenditures of funds to purchase cadet uniforms.

3.7.1.2. Other Support. Pursuant to 10 U.S.C. § 9444(b)(11)(B), the Air Force may furnish any other support to the CAP cadet program the SECAF determines is consistent with Air Force missions and objectives. IAW the SECAF's delegation of authority to CAP-USAF in AFPD 10-27 paragraph 4.5, CAP-USAF/CC has authority to determine whether support to the cadet program, not in excess of a total of \$150,000 per line item per fiscal year, is consistent with Air Force missions and objectives. For amounts exceeding \$150,000, AETC/ED will determine whether such support is consistent with Air Force missions and objectives.

3.7.2. Aerospace Education Program. The Air Force may provide funds to CAP for educational materials concerning aerospace education and Science, Technology, Engineering, and Mathematics (STEM) subjects for distribution to teachers and students in K-12 classrooms and other youth development organizations. The Air Force may also provide funds to CAP to conduct K-12 teacher conferences and workshops in the fields of aerospace education and STEM subjects. IAW the SECAF's delegation of authority to AETC in AFPD 10-27 paragraph 4.3, AETC/ED has approval authority to determine whether such expenditures further the fulfillment of the Air Force missions and objectives, is consistent with DODD 5410.18, *Public Affairs Community Relations Policy*, and the AETC Community Outreach and Diversity in Operations program, in accordance with 10 U.S.C. § 9444(b)(12). This approval authority may be further delegated.

3.7.3. Chaplain and TSR Programs. The Air Force may provide funds to support the CAP Chaplain and TSR programs. CAP-USAF/CC will review and approve all requests for such funds. (T-2).

3.7.4. Recruiting Events. The Air Force may provide public awareness funds to support CAP's efforts to recruit members to perform its three Congressionally chartered missions. CAP-USAF/CC will review and approve all requests for such funds. (T-3).

3.7.5. Claims for Advance or Reimbursement. CAP submits all claims for advance or reimbursement electronically through the Wide Area Work Flow (WAWF).

3.8. Third Party Liability. The acts or omissions of CAP members that give rise to third party liability are addressed in one of two ways:

3.8.1. Federal Tort Claims Act (FTCA), 28 U.S.C. §§ 1346(b), 2671-80. CAP shall be deemed an instrumentality of the Air Force with respect to any act or omission of CAP members while carrying out AFAMs. Such coverage includes any CAP personnel acting in the scope of employment in support of an AFAM, to include planning, scheduling, operating, and aircraft maintenance specifically required for the AFAM. Where there is an issue regarding mission status, CAP-USAF/CC or higher authority will make the determination after consultation with AF Legal Operations Agency (AFLOA)/JACC. (T-1). AFLOA/JACC is the Air Force office with primary responsibility for adjudicating administrative claims under the FTCA arising out of CAP's performance of AFAMs and assists the Department of Justice (DOJ) with litigation arising out of the same.

3.8.2. Payment of Commercial Liability Insurance Premiums. All official CAP activities not qualifying as AFAMs must be covered by commercial liability insurance. The Air Force may provide appropriated funds for the payment of liability insurance premiums to underwrite CAP missions and activities carried out as a federally chartered non-profit corporation.

3.9. Workers' Compensation Protection. When performing AFAMs, CAP members (aged 18 and older) are covered by the Federal Employees' Compensation Act (FECA) for injuries or death during the performance of duty. "Performance of duty" means only active service, or travel to and from service, rendered in performance or support of operational missions under direction of the Air Force and under written authorization by competent authority covering a specific assignment and prescribing a time limit for the assignment (5 U.S.C. § 8141(b)(4)). The Department of Labor (DOL) administers this act. There is no federal loss protection provided for any other CAP missions.

3.10. Legislative Liaison Support. The Air Force Legislative Liaison Office (SAF/LL), as the primary Air Force agency dealing with Congress, interfaces with Congress on behalf of the Air Force. All CAP AFAMs involving members of Congress or their staff members will be coordinated with SAF/LL. SAF/LL routes CAP-related Congressional Inquiries to SAF/MRR, AF/A3O-AM and, as appropriate, the CAP-USAF/CC.

3.11. Installation Support. To carry out AFAMs, it is important CAP personnel have access to adequate facilities and services. At their discretion and expense, Air Force installation commanders may permit CAP to use installation services and facilities. Long-term support may include designated CAP use of facilities and services. Short-term support may include temporary lodging, messing, and ground transportation for CAP activities. Installation commanders will coordinate with CAP-USAF/CC or designee before entering into any host installation support agreements with CAP units or activities. (T-2).

3.11.1. Long-term support. Air Force installation commanders are encouraged to provide long-term support to CAP as the host organization for CAP units. CAP units typically do not have the operating funds to purchase or rent facilities and must negotiate for meeting and office space wherever possible. CAP units do not require the same support as typical Air Force units. When practicable, installation commanders may make suitable facilities available for long-term use by CAP. CAP units will not be expected to reimburse

installations for long-term use facilities. Note: Installation commanders may authorize long-term use of Morale, Welfare and Recreation (MWR) facilities.

3.11.2. Short-term Support. Air Force installations are encouraged to provide short-term support for temporary CAP activities. CAP activities in this category include cadet encampments, senior member training activities, flight clinics, and other flying related activities. These types of activities typically involve the use of various MWR base facilities including lodging, messing, or Non-Appropriated Fund activities such as clubs, exchanges and theaters, and services including transportation. CAP may use installation facilities and services that operate on a fee for service basis, such as messing and base lodging, at CAP member expense, when engaged in installation-sponsored CAP activities.

3.11.3. Support Considerations. CAP units will be given priority for space on Air Force installations immediately following Air Force, DOD, and federal agencies, and ahead of youth groups such as scouting, or MWR activities such as hobby clubs or groups. (T-2). Installations can arrange with CAP units to provide minor maintenance and housekeeping of the facility to defray associated costs of host-tenant support. If practicable, CAP units should be provided facilities with adequate administration, storage, and training space. Installation commanders with limited space may consider providing CAP units administrative space near common use facilities such as community centers, lecture halls, and other suitable training facilities. Installations with flight facilities should consider the need for ramp space for CAP aircraft or other flying related support or operating requirements.

3.11.4. Ground Transportation and Equipment. Air Force installation commanders may provide government transportation and equipment to CAP units on a temporary basis. When providing transportation or equipment to CAP units, the Installation commander must also provide a sufficient number of qualified personnel to operate the vehicles or equipment. If requested by CAP, the Air Force may provide licensed/qualified drivers/operators for ground transportation for use by CAP. CAP members are not authorized to drive government vehicles when acting in a CAP capacity.

3.12. Use of Other Government Facilities. Pursuant to 10 U.S.C. § 9444(c), CAP-USAF/CC may arrange for CAP to use the facilities or services of other federal government agencies when use of such facilities or services is considered necessary for CAP to carry out its AFAMs. CAP-USAF/CC is responsible for arranging for the use of the facilities or services with other federal government agencies, when appropriate.

3.13. Additional CAP Cadet Program Support. Pursuant to 10 U.S.C. § 9444(b)(11), the Air Force may provide certain support to the CAP Cadet Program. Any support to the CAP Cadet Program must be approved in accordance with paragraph 3.7.1. of this Instruction.

3.13.1. Training. Air Force installations and units are authorized to provide support to CAP cadet training activities and are encouraged to provide such support whenever possible. Support may include providing personnel as instructors for leadership training, providing tours of installations and units, briefings on installation and unit mission and capabilities, and instruction in Air Force roles and missions.

3.13.2. Cadet Encampments. CAP cadet encampments can be the most significant, worthwhile training experience in a CAP cadet's career. Cadet encampments try to incorporate visits to the activities of the host installation, such as security forces, base fire

station, or other unique units or facilities, as part of the training curriculum. Exposure to the AF during cadet encampments can greatly influence CAP cadets to later pursue careers in the Air Force. However, CAP is not an official recruiting tool for the Air Force.

3.13.3. Overseas Cadet Program. The purpose of the overseas cadet program is to accommodate U.S. dependent youth interested in participating in CAP. U.S. Air Force installations are encouraged to host squadrons on installations outside the United States, its territories, and possessions. CAP senior members may join these squadrons, but only to support CAP cadet activities.

3.13.3.1. Eligibility for Membership. Membership in overseas squadrons is limited to individuals covered by the provisions of the Status of Forces Agreement (SOFA). Individuals desiring membership must meet all other eligibility requirements as established by CAP.

3.13.3.2. Establishing Overseas Squadrons. Installation commanders who want to establish an overseas cadet squadron should appoint, in writing, an active duty commissioned officer to assist in forming the squadron, and request a charter for the squadron from CAP National Headquarters.

3.13.3.3. Wear of CAP Uniform. Wear of the CAP uniform is optional for cadets in overseas squadrons. The uniform will not be worn off base unless the squadron is participating in drill competition, parades, and so forth, and the installation commander has given the squadron written permission.

3.13.3.4. Authorized Programs and Activities. The programs and activities of overseas squadrons will conform to DOD policies and regulations and applicable international agreements and host nation laws. Overseas CAP squadrons are restricted to administering cadet programs. They will not perform any other missions, or possess CAP vehicles or CAP aircraft. Participation in off-base activities requires the approval of the installation commander. Squadrons may only participate in flying activities that are otherwise permitted by DOD policies, international agreements, and host nation laws (e.g., flights in base aero club aircraft). Squadrons must obtain approval for other flying activities from CAP-USAF/CC.

3.13.4. Credit for Advancement in CAP Cadet Program. IAW AFI 36-2002, Regular Air Force and Special Category Accessions, paragraph A4.1.5.5., cadets who earn the General Billy Mitchell Award, Amelia Earhart Award, or General Carl A. Spaatz Award, or when the CAP-USAF/CC submits a letter certifying a cadet's successful completion of the award, if otherwise qualified, will be eligible to enlist in the Air Force, Air Force Reserve, or Air National Guard in the pay grade of E-3. The General Billy Mitchell, Amelia Earhart, or General Carl A. Spaatz Awards will entitle cadets to academic credits if enrolled in the Air Force Reserve Officer Training Corps. These three awards, or certifying letter, will also be viewed favorably by the U.S. Air Force Academy and AFROTC in the admissions process. Finally, the Air Force Academy will appoint at least one qualified CAP cadet to the Air Force Academy Preparatory School annually from a list of nominees provided by CAP National Headquarters. (T-3).

3.13.5. International Air Cadet Exchange (IACE). CAP is the official United States member of the IACE program, an international program designed to foster international goodwill

through common interests in aviation shared by the youth of participating nations. Each year CAP exchanges cadets with similar organizations in Canada, Europe, and the East Asia/Pacific area. This program is consistent with Air Force missions and objectives. Foreign national exchange cadets are considered participants in a DOD-sanctioned program for the purposes of DOD 4515.13-R, *Air Transportation Eligibility*.

3.14. Installation Support for CAP Aerospace Education. Air Force installations and units are authorized to provide limited support to CAP aerospace education activities and are encouraged to provide such support in accordance with paragraphs 3.2.3. and 3.7.2. of this Instruction. Such support includes providing personnel as instructors for aerospace workshops, providing tours of installations and units focusing on applicable aspects of aerospace endeavors, presenting briefings on installation and unit mission and capabilities from an aerospace perspective and providing instruction in Air Force roles and missions and its relationship to aerospace supremacy.

3.15. Orientation Flights in Air Force Aircraft. The Air Force may provide CAP cadets and senior members with orientation flights in Air Force aircraft. Such flights can be included as part of planned or scheduled training and operational flight missions in accordance with AFI 11-401, *Aviation Management*. Air Force personnel should consider the purpose of any scheduled or planned flight activities and their suitability as orientation flights.

3.16. Airlift Support. Airlift support is permitted for official CAP activities in accordance with DOD 4515.13-R, Chapter 2, and must be approved by CAP-USAF/CC or the designee. (T-2).

3.17. Use of DOD Medical Facilities. CAP personnel incurring an injury or illness during an AFAM are entitled to limited military medical care in accordance with AFI 41-210, *Tricare Operations and Patient Administration Functions*. CAP personnel participating in an official function on a military installation may be entitled to emergency medical care, like any other civilian, in accordance with AFI 41-210.

3.18. Use of Army and Air Force Exchange Service (AAFES) Facilities. In accordance with AFI 34-211(I) (AR 215-8), *Army and Air Force Exchange Service Operations*, Table 7-2, CAP personnel, while participating in an AFAM or official function on a travel authorization and occupying government quarters on a DOD installation, are entitled to the use of AAFES facilities and services. Senior members and cadets seeking AAFES services are subject to the restrictions and exceptions of Table 7-2.

3.19. Installation Commander Discretion. To the extent allowed by law, installation commanders may exercise their discretion in determining whether access to facilities and services described in this Instruction should be further limited.

3.20. Training Support.

3.20.1. Space Available Training Opportunities. All CAP members may, at their own expense, attend training programs offered at DOD Installations. FTCA/FECA does not extend to this activity. Such training will be offered for CAP personnel on a space available basis at no additional cost to the Government. CAP-USAF/CC and the training activity commander must approve the request prior to CAP participation. (T-3). Examples of such programs include aerospace physiological training in accordance with AFI 11-401, TSR training, etc.

3.20.2. Other Training Activities. Air Force installations and units are authorized to provide support to CAP senior member training activities and are encouraged to provide such support whenever possible. Such support includes providing personnel as instructors for leadership, aerospace, and operational courses and workshops, providing tours of installations and units, briefings on installation and unit mission and capabilities, and instruction in Air Force roles and missions and the role of CAP as an auxiliary of the Air Force. AU may provide administrative support to CAP members enrolled in both Air Force and CAP Professional Military Education (PME).

3.21. Communications Management. CAP uses Air Force or DOD assigned frequencies for operation of the CAP communications network. The Air Force Spectrum Management Office (AFSMO) provides frequency management support to CAP through AETC. CAP fixed communications equipment, such as repeaters and antennas, are authorized to be placed on DOD facilities.

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans and Requirements

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 3210.6-R, *Department of Defense Grant and Agreement Regulations, (DoDGARs)*, 13 April 1998, as amended through 27 August 2007

DODI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, 27 February 2013

USNORTHCOM CONPLAN 3501-8, *Defense Support of Civil Authorities*

DODD 5410.18, *Public Affairs Community Relations Policy*, 20 November 2001, certified current as of 30 May 2007

DOD 4160.21-M, *Defense Materiel Disposition Manual*, 18 August 1997

DOD 4515.13-R, *Air Transportation Eligibility*, 9 April 1998

AFPD 10-27, *Civil Air Patrol*, 29 July 2005

AFI 10-2702, *Board of Governors of the Civil Air Patrol*, 27 February 2001

AFI 10-801, *Defense Support of Civil Authorities (DSCA)*, 19 September 2012

AFI 33-322, *Records Management Program*, 4 June 2012

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 44-153, *Traumatic Stress Response*, 29 August 2011

AFI 52-104, *Chaplain Corps Readiness*, 30 August 2012

AFI 65-601V1, *Budget Guidance and Procedures*, 16 August 2012

AFI 10-206, *Operational Reporting*, 6 September 2011

AFI 36-2002, *Regular Air Force and Special Category Accessions*, 7 April 1999

AFI 52-101, *Planning and Organizing*, 10 May 2005

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 41-210, *Tricare Operations and Patient Administration Functions*, 6 June 2012

AFI 34-211(I) (AR 215-8), *Army and Air Force Exchange Service Operations*, 5 October 2012

AFI 35-101, *Public Affairs Responsibilities and Management*, 18 August 2010

AFI-35-104, *Media Operations*, 22 January 2010

AFI 35-105, *Community Relations*, 26 January 2010

Posse Comitatus Act (18 U.S.C. § 1385), and Chapter 18 of Title 10, United States Code (10 U.S.C. §§ 371- 382)

10 U.S.C §§ 9441-9448

Economy Act, 31 U.S.C. § 1535

Federal Tort Claims Act (FTCA), 28 U.S.C §§ 1346(b), 2671-80

Federal Employees' Compensation Act (FECA), 5 U.S.C. § 8141

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

DD Form 448, *Military Interdepartmental Purchase Request*, June 1972

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

ADRS—Aerial Digital Reconnaissance Systems

AETC—Air Education and Training Command

AFAM—Air Force Assigned Mission

AF/A3/5—Deputy Chief of Staff of the Air Force for Operations, Plans, and Requirements

AFLOA—Air Force Legal Operations Agency

AFRC—Air Force Reserve Command

AFRCC—Air Force Rescue Coordination Center

AFSMO—Air Force Spectrum Management Office

AU—Air University

BOG—Board of Governors

CA—Cooperative Agreement

CAC—Common Access Card

CAJMTTC—Camp Atterbury Joint Military Training Center

CAP—Civil Air Patrol

CAPRAP—Civil Air Patrol Reserve Assistance Program

CAP—USAF – Civil Air Patrol-United States Air Force

CFLI—Core Function Lead Integrator

COE—Center for Operations Excellence

DDR—Drug Demand Reduction

DLA—Defense Logistics Agency

DoDGARs—Department of Defense Grant and Agreement Regulations

DOL—Department of Labor

DOJ—Department of Justice

DR—Disaster Relief

DV—Distinguished Visitor
FAM—Functional Area Manager
FECA—Federal Employee Compensation Act
FEMA—Federal Emergency Management Agency
GFE—Government Furnished Equipment
HF—High Frequency
HHa—Hold Harmless Agreement
IACE—International Air Cadet Exchange
IG—Inspector General
IMA—Individual Mobilization Augmentee
JDOMS—Joint Director of Military Support
JTR—Joint Travel Regulations
JROTC—Junior Reserve Officer Training Corps
LOA—Letter of Agreement
MACA—Mid-Air Collision Avoidance
MAJCOM—Major Command
MIPR—Military Interdepartmental Purchase Request
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MPA—Military Personnel Allocation
MWR—Morale Welfare and Recreation
NAF—Numbered Air Force
NESA—National Emergency Services Academy
NOC—National Operations Center
NGO—Non-governmental Organization
OPCON—Operational Control
OPREP—Operational Report
PA—Public Affairs
PE—Program Element
PEM—Program Element Monitor
PIRR—Participating Individual Ready Reservists
PM—Program Manager

PME—Professional Military Education

PMR—Program Management Review

POM—Program Objective Memorandum

RMG—Readiness Management Group

RPA—Reserve Personnel Allocation

ROTC—Reserve Officer Training Corps

SAF/FM—Assistant Secretary of the Air Force for Financial Management

SAF/LL—Assistant Secretary of the Air Force Legislative Liaison Office

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/GC—Assistant Secretary of the Air Force General Counsel

SAR—Search and Rescue

SAV—Staff Assistance Visit

SECAF—Secretary of the Air Force

SOFA—Status of Forces Agreement

SOW—Statement of Work

STEM—Science, Technology, Engineering, and Mathematics

TACON—Tactical Control

TSR—Traumatic Stress Response

UCMJ—Uniform Code of Military Justice

USFS—United States Forest Service

VHF—Very High Frequency

WMIRS—Web Mission Information Reporting System

Attachment 2

HISTORY AND ORGANIZATION OF THE CIVIL AIR PATROL

A2.1. The Civil Air Patrol (CAP), an organization chartered by Congress as a non-profit corporation, may also act as a volunteer civilian auxiliary of the Air Force. This section describes the origin and history of CAP, CAP operation as a non-profit corporation, its membership, its organization, and its capabilities to support the Air Force. This Attachment is provided for informational purposes only. It does not establish any policy, or confer any entitlement or benefits concerning CAP. In the event of a conflict between the information contained in this Attachment and other governing documents, including statutes, those documents will take precedence over this Attachment.

A2.1.1. Origins and History. Since its inception, CAP has been closely associated with the Air Force. CAP was not originally envisioned as a permanent organization affiliated with a military department. Its establishment as an auxiliary of the Air Force came after several years of effort on the part of both the Air Force and CAP.

A2.1.1.1. Creation as a Temporary Civilian Auxiliary. CAP was established by order of the Director of Civilian Defense on 1 December 1941 as an organization under the Office of Civilian Defense under the command of Army Air Force personnel. The purpose of CAP was to enable the use of general aviation pilots and aircraft in support of the nation's civilian defense program. It was created under authority for the use of civilian auxiliaries to meet the state of national emergency declared by Congress following the outbreak of World War II and was authorized for the period of the national emergency.

A2.1.1.2. Service in World War II. Upon entry of the United States into World War II, the mission of CAP expanded, with CAP performing a wide variety of duties including coastal patrol for submarine activity, ships and personnel in distress, target towing for the Armed Forces, and courier flights for essential personnel and war materials. By Executive Order, CAP was transferred on 29 April 1943 from the Office of Civilian Defense to the Department of War. On 4 May 1943, CAP was placed under the control of the Army Air Forces. During this period CAP was referred to as an auxiliary of the Army Air Force.

A2.1.1.3. Congressional Charter as a Non-Profit Corporation. At the end of the war, the state of national emergency that gave the legal authority for the existence of CAP was terminated. The Army Air Force continued to provide limited assistance to CAP, including leadership by Army Air Force personnel. At the urging of the senior leaders of the Army Air Force and prominent members of the aviation community, CAP was chartered by act of Congress on 1 July 1946 as a non-profit corporation to enable CAP to continue to provide its services to the armed forces and the Nation.

A2.1.1.4. Establishment as an Auxiliary of the Air Force. Although Congress chartered CAP as a non-profit corporation, the Air Force lacked the legal basis to provide CAP with assistance, advice, and oversight and to authorize the Air Force to use the services of CAP. With the strong backing of the Secretary of the Air Force and the Chief of Staff of the Air Force, Congress designated CAP as an auxiliary of the Air Force on 26 May 1948. This act authorized the SECAF to accept and utilize the services of CAP in the fulfillment of the non-combat missions of the Air Force.

A2.1.1.5. Recent Actions. In 2000, three fundamental changes for CAP occurred. First, in the Floyd D. Spence National Defense Authorization Act of FY01, Public Law 106-398, Congress clarified their language regarding Auxiliary status as a temporary condition only existing while CAP is executing missions for “any department or agency in any branch of the federal government.” Second, in this same bill, Congress created the CAP BOG. This 11-member board was tasked to be “the governing body of the Civil Air Patrol” and given broad authority to “exercise the powers granted to the Civil Air Patrol” including the power to adopt or amend the Constitution and Bylaws of CAP. Additionally, on 10 July 2000 the Air Force and CAP entered into a Cooperative Agreement, ensuring Air Force support to CAP was provided in accordance with the principles defined in DoD 3210.6-R. Most recently, in 2012, the CAP BOG in concert with the volunteer Governance Committee undertook a full review of CAP’s governance to include its Constitution, Bylaws and regulations. In August 2012, the BOG announced changes to streamline the organization’s decision and policymaking processes; clarify the role and responsibilities of key personnel; incorporate a new selection process for CAP’s national commander and other executives; change the composition of the CAP membership on the BOG; and extend indemnification to all CAP members who were previously indemnified. The changes also renamed and redefined the roles of CAP’s other governing bodies formerly known as the National Board and the National Executive Committee. These two new bodies were renamed to the CAP Command Council and the CAP Senior Advisory Group, respectively, and are no longer governing bodies for the Corporation.

A2.1.1.6. CAP Operation as a Non-profit Corporation. Per 36 U.S.C. §§ 40301-40307, CAP is a congressionally chartered non-profit corporation. As a non-profit corporation, CAP has a Constitution and Bylaws governing its operation and a governing body to control its operation as a non-profit corporation under Air Force oversight (pursuant to 10 U.S.C., Chapter 909) and regulation as necessary. Consistent with law and federal regulations, CAP controls its administration and establishes its policies, such as the criteria for membership in CAP, the location, types and size of its units, etc.

A2.1.2. **CAP Objectives:** The following are CAP objectives as a corporation:

A2.1.2.1. To provide an organization to encourage and aid American citizens in the contribution of their efforts, services, and resources in the development of aviation and in the maintenance of aerospace supremacy.

A2.1.2.2. To encourage and develop, by example, the voluntary contribution of private citizens to the public welfare.

A2.1.2.3. To provide aviation and aerospace education and training, especially to its senior and cadet members.

A2.1.2.4. To encourage and foster civil aviation in local communities.

A2.1.2.5. To provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

A2.1.2.6. To assist the Department of the Air Force in fulfilling its noncombat programs and missions.

A2.1.3. CAP Corporation Relationship to the Federal Government. CAP is not a government entity although chartered as a non-profit corporation by Congress.

A2.1.3.1. CAP Governing Body. The BOG is the governing body of the CAP Corporation. CAP controls its administration as a corporation through the BOG. The BOG is composed of four members appointed by the SECAF, four members selected by CAP, and three members from “interested organizations” jointly selected by the SECAF and CAP. The BOG has the authority to do any act necessary and proper to carry out the purposes of the corporation, including adopting and amending the CAP Constitution and Bylaws. In practice, the BOG serves as the strategic policy making and guidance body for CAP by reviewing and determining long-range plans and programs. The BOG also serves as a pool of expert advisors and oversees the CAP Inspector General and Membership Action Review Panel. A detailed description of the CAP BOG is contained in AFI 10-2702, *Board of Governors of the Civil Air Patrol*.

A2.1.3.2. CAP Senior Advisory Group. The Senior Advisory Group is an advisory body to the CAP National Commander. It is comprised of 14 members including the CAP National Commander, CAP National Vice Commander, the National Chief of Staff, and CAP region commanders. The CAP-USAF Commander, Chief Operating Officer (COO) and Command Chief Master Sergeant are non-voting members. This group recommends policy and proposes amendments to the Constitution and Bylaws to the BOG.

A2.1.3.3. CAP Corporate Officers. CAP has corporate officers similar to other corporations. Corporate officers are designated in the CAP Constitution and Bylaws. Corporate officers have the authority to obligate the CAP Corporation as provided for in the CAP Constitution, Bylaws, and regulations. The corporate officers include the CAP National Commander and National Vice Commander, CAP COO, CAP Chief Financial Officer and the CAP General Counsel. The CAP Corporation indemnifies CAP corporate officers for activities within the scope of their responsibilities.

A2.1.3.3.1. CAP National Commander. The National Commander is the commander of CAP and serves as the Chief Executive Officer (CEO) of the Corporation. The CAP BOG selects the CAP National Commander based on criteria defined by the BOG-established Personnel Committee. He/She is responsible for overall control of the organization and reports directly to the BOG. The basic duties and responsibilities are contained in the CAP Constitution and Bylaws. The CAP National Commander holds the grade of CAP Major General.

A2.1.3.3.2. CAP National Vice Commander. The CAP National Vice Commander is selected by the National Commander and confirmed by majority vote of the BOG. The National Vice Commander acts as assistant to the National Commander and focuses his/her efforts on the daily mission of the volunteer force of CAP. The National Vice Commander holds the grade of CAP Brigadier General.

A2.1.3.3.3. CAP Chief Operating Officer (COO). Formerly the CAP Executive Director, the COO is the senior paid corporate employee, serves as Executive Secretary to the BOG, represents the BOG at National Headquarters, and administers the daily affairs of the Corporation. The CAP COO Officer is selected, retained, evaluated and removed by the CAP BOG. The CAP COO serves at the pleasure of the BOG and fulfills the duties and responsibilities as defined in CAP’s Constitution,

Bylaws and regulations. The staff of the CAP National Headquarters works under the direction of the COO and includes such functional areas as General Counsel, Financial Management, Inspector General, Education, Information Technology, Logistics, Operations, and Safety. The COO is an advisor to the CAP Command Council and a non-voting member of the Senior Advisory Group.

A2.1.3.3.4. CAP Chief Financial Officer (CFO). The Chief Financial Officer is selected by the COO, in coordination with the CEO, and approved by the BOG. The CFO serves at the pleasure of the Corporation and fulfills the duties and responsibilities as defined in CAP's Constitution, Bylaws and regulations. The CFO is a CAP Corporate Officer and serves as the Corporation's Treasurer, the financial advisor to the BOG, and Chairman of the National Finance Committee.

A2.1.3.3.5. CAP General Counsel (GC). The CAP General Counsel is selected by the COO, in coordination with the CEO, and approved by the BOG. The GC serves at the pleasure of the Corporation and fulfills the duties and responsibilities as defined in CAP's Constitution, Bylaws and regulations. The GC is a CAP Corporate Officer and also serves as the Corporation's principal legal officer, Secretary of the Corporation, and senior risk manager.

A2.1.3.3.6. Field Level Senior Officers. CAP field level senior officers are the region commanders and wing commanders. The National Commander appoints region commanders and region commanders appoint the wing commanders. Their duties are contained in CAP regulations.

A2.1.3.4. Constitution, Bylaws, and Regulations. The administration of the activities, business, and affairs of the CAP Corporation are controlled by its Constitution, Bylaws, and regulations. These documents guide the CAP membership in carrying out the purposes and objectives of the Corporation. CAP regulations are numbered after the old-style Air Force regulations and detail how CAP operates. The Air Force may regulate corporate activities to the extent determined by the Secretary of the Air Force.

A2.1.3.5. CAP Members. CAP members are private citizens who volunteer, without remuneration, their time, services, and resources to accomplish the purposes and objectives of CAP. CAP controls the categories and criteria for membership in their organization. CAP members, with certain exceptions, must pay dues on an annual basis. CAP membership, with exceptions, is renewed on an annual basis. Membership in CAP consists primarily of adult members that CAP refers to as senior members and youth members referred to as cadets. There are no physical requirements for membership in CAP, and physically challenged individuals can be found among both their senior and cadet members. Unless otherwise stated, CAP members referred to in this Air Force Instruction are CAP senior members.

A2.1.3.6. Senior Members. CAP senior membership is open to United States citizens or resident aliens over the age of 18 with no maximum age limit. Within the senior membership there are subcategories including life membership and retired membership. Active duty, reserve, National Guard, or retired members of the armed forces are eligible to join as CAP senior members.

A2.1.3.7. Cadet Members. CAP cadet membership is open to young men and women who are United States citizens or resident aliens. In order to join CAP, these young men and women must be twelve through eighteen years of age. Once a member, they have the option to remain in the CAP cadet program until their twenty-first birthday. CAP cadets who become members of the active duty armed forces lose their eligibility to remain in the CAP cadet program and must transfer to senior member status should they desire to maintain their CAP membership.

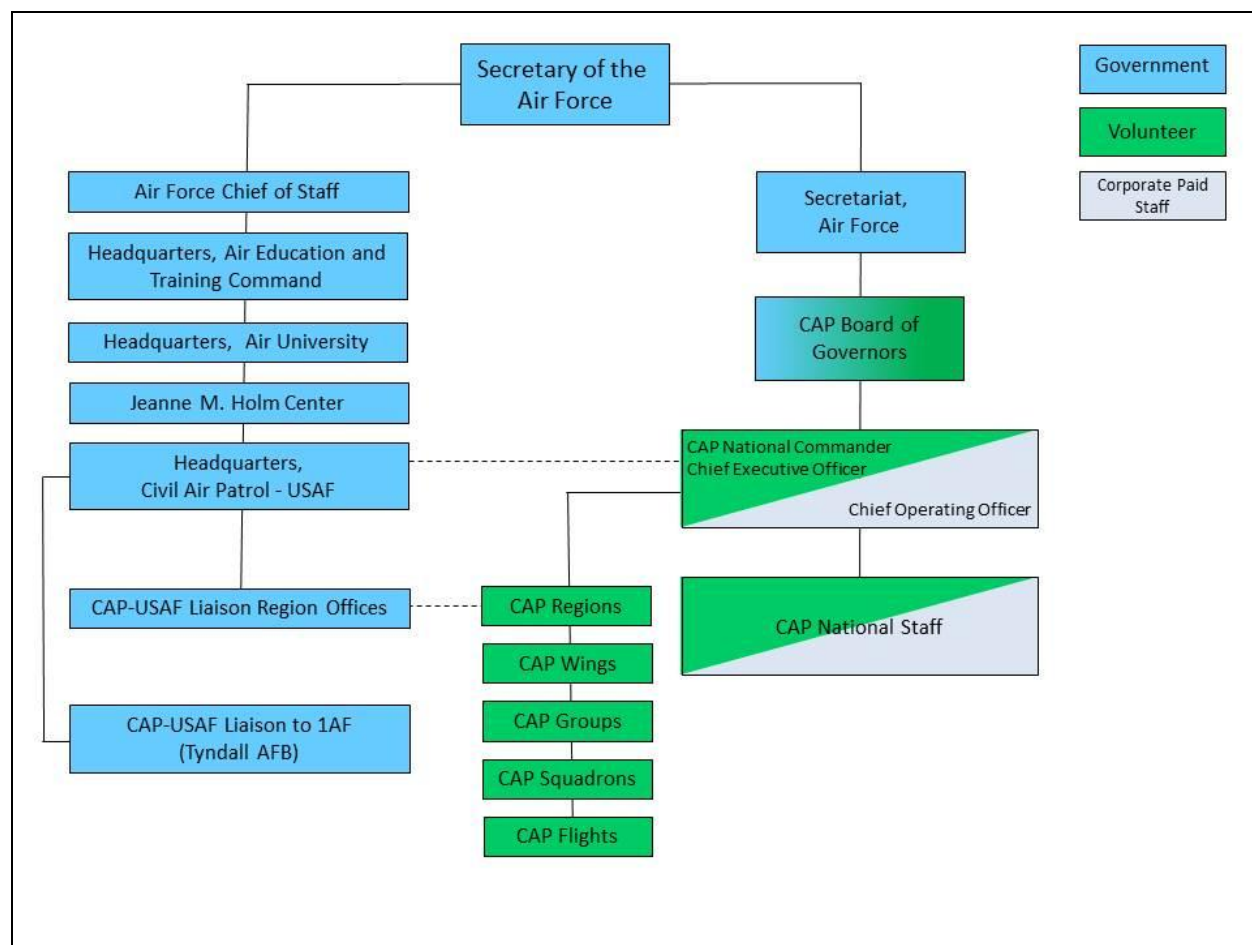
A2.1.3.8. Volunteer Workforce. CAP organizations below the CAP National Headquarters have very few full-time personnel. CAP members are unpaid volunteers who give their time to accomplish CAP purposes and objectives. CAP units typically meet in the evenings during the week or on weekends, similar to Air Reserve Component units. CAP members may have to take time away from work, school, etc. to deal with Air Force units and personnel during the normal duty day, attend training, or carry out Air Force-assigned missions. The ability of CAP personnel to provide quick response to non-emergency meetings or activities must be taken into account when providing support to or using CAP units and personnel.

A2.1.3.9. Voluntary Adherence to CAP Rules and Regulations. Since CAP members are non-paid volunteers who do not formally "enlist" or otherwise commit themselves for service in CAP, CAP commanders at all levels of the organization are limited in how they can deal with members who fail to adhere to CAP rules and regulations. CAP, as a civilian, non-profit corporation, has no equivalent to the Uniform Code of Military Justice and guidelines on standards of personal conduct are very broad and general in nature. However, CAP regulations are very strict on aircraft and vehicle operations, safety, proper accountability of equipment, and protection of cadet members. CAP members voluntarily adhere to CAP regulations. Failure to adhere to regulations can result in termination or denial of CAP membership.

A2.1.3.10. Grade Structure. CAP uses a military style grade (an officer and non-commissioned officer rank structure) for both its Senior Members and Cadet Members. CAP grades for both their senior members and cadets have no military standing, carry no authority over members of the Armed Forces, nor warrant the customs and courtesies afforded military members. Appointment and promotion follow guidelines contained within CAP regulations.

A2.1.4. **Organization.** CAP units are organized primarily along a geographic basis that was used during World War II. The national organization is divided into 8 CAP regions and 52 CAP wings. The CAP wings consist of the 50 states, the District of Columbia and the Commonwealth of Puerto Rico and the U.S. Virgin Islands. The organizational structure of CAP loosely follows the structure used by the Air Force. CAP controls the number and types of units in its organization. A current CAP member in good standing commands each CAP organizational element. The current organizational structure of CAP appears in Figure A2.1.

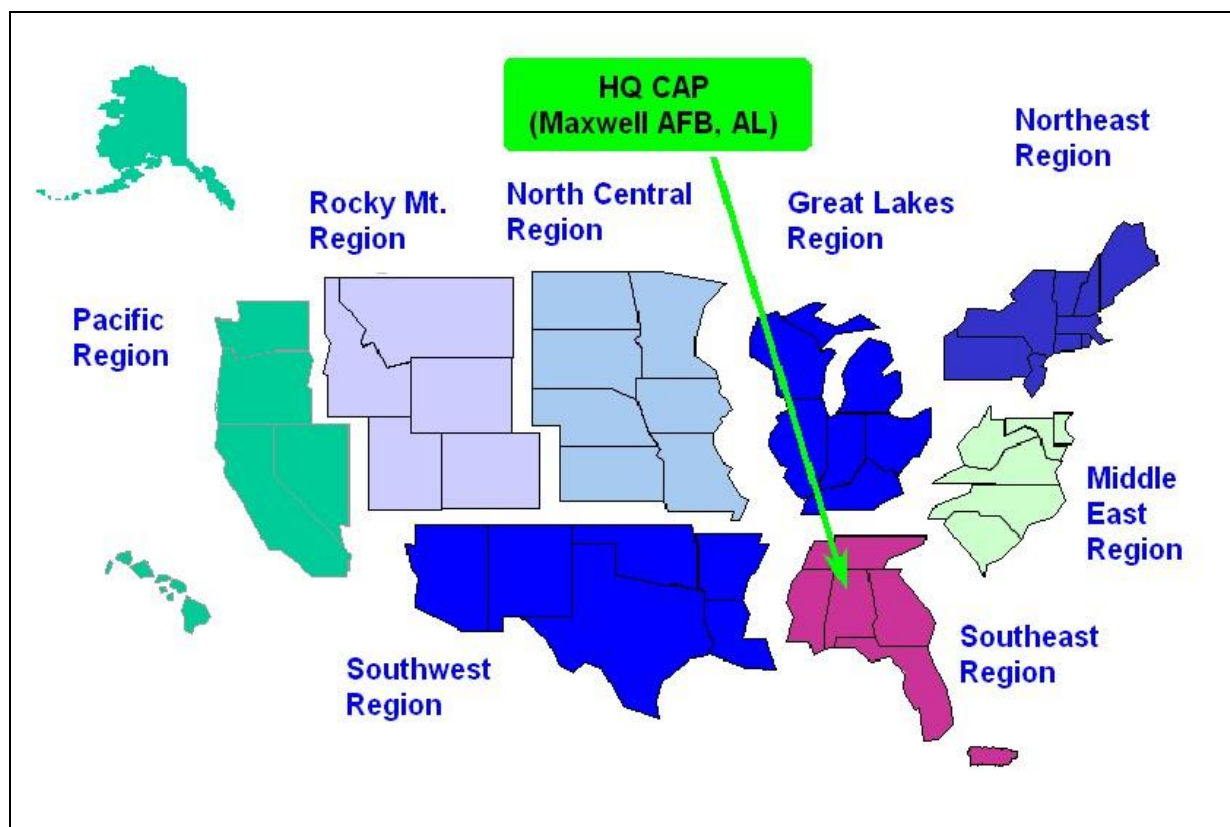
Figure A2.1. Civil Air Patrol Organizational Chart



A2.1.4.1. CAP National Headquarters. The CAP National Headquarters is the principle administrative organization within CAP. This is the only organization within CAP that has a full time paid staff except for the CAP Wing Administrators.

A2.1.4.2. CAP Regions. Each of the eight CAP regions consists of from five to nine CAP wings in a geographic region of the nation. A CAP member in the grade of CAP Colonel commands each region. Each region has an administrative headquarters unit. The CAP National Commander appoints the region commanders. The current composition of the eight CAP regions and 52 wings appears in Figure A2.2.

Figure A2.2. CAP Regions and Wings



A2.1.4.3. CAP Wings. Each CAP wing is organized within the geographic boundaries of the 50 states, the District of Columbia and the Commonwealth of Puerto Rico and the U.S. Virgin Islands under the purview of the Puerto Rico Wing. Wings take their origin from World War II when the defense forces within each state and Commonwealth were organized into a State Area Command. The number of senior and cadet members in a wing range from several hundred to over 4000. A member in the grade of CAP Colonel commands each wing. Each wing has a headquarters unit for administration. A wing may be further organized into groups, squadrons, and flights. Region commanders appoint the wing commanders within their region.

A2.1.4.4. CAP Groups. CAP wings may organize squadrons into groups. A group is organized to cover a geographic area of a wing. The number of senior and cadet members in a group typically ranges from 100 to over 300. CAP groups are typically commanded by a member in the grade of CAP Lieutenant Colonel. Each CAP group may have a headquarters unit for administration. The CAP wing commander appoints the group commanders within their wing.

A2.1.4.5. CAP Squadrons. CAP squadrons range in size from less than twenty to over 100 personnel. CAP squadrons may be organized on a geographic or functional basis, or both. There are three types of CAP squadrons. CAP senior squadrons consist entirely of CAP senior members and tend to be orientated towards the operational missions of CAP. CAP cadet squadrons carry out the CAP cadet program and consist mostly of CAP cadets with a small number of CAP senior members to provide guidance and oversight. CAP

composite squadrons are comprised of both cadets and senior members. A member typically in the grade of CAP Major or CAP Lieutenant Colonel commands a CAP squadron. The wing commander appoints squadron commanders within their commands.

A2.1.4.6. CAP Flights. CAP flights are established in areas where there are insufficient numbers of senior or cadet members to form a squadron. Flights are organized on the same basis and types as squadrons. Flights may be attached to other squadrons or report directly to groups or wings. A member typically in the grade of CAP Captain commands flights. The immediate CAP commander appoints CAP flight commanders.

Attachment 3
POINTS OF CONTACT

Figure A3.1. Points of Contact

AF/A3O-AM, Global Mobility and Homeland Operations Division

Air Force Auxiliary Requirements and Integration Branch

1480 Air Force Pentagon 5D756

Washington, DC 20330-1480

703-697-0145/DSN 227-0145

SAF/MRR, Office of the Deputy Assistant Secretary for Reserve Affairs

Director of Air Force Auxiliary Programs

1660 Air Force Pentagon 5D742

Washington, DC 20330-1660

571-256-4044/DSN 260-4044

CAP-USAF/CC

105 South Hansell Street

Maxwell AFB, AL 36112

334-953-6987/DSN 493-6987

CAP-USAF/FM

105 South Hansell Street

Maxwell AFB, AL 36112

334-953-6493/DSN 493-6493

CAP National Operations Center (NOC)

Chief, National Operations Center

Commercial number: 334-953-5000 ext. 300

Fax number: 800-555-7902

E-mail address: opscenter@capnhq.gov